



NASLA NOOR . A

Administration cum Account Assistant


PROFILE

Administration cum Account Assistant
I consider myself a responsible and orderly person.
I am looking forward to my first work experience.

Date of birth : 01/06/1996

CONTACT ME

 +916282513263

 naslanoor123@gmail.com

OTHER SKILL

- henna artist
- painting/Doodle Art
- online tutor
- Holding a valid driving licence

➤ QUALIFICATIONS

IGNOU UNIVERSITY

Master of Arts in Hindi (M.A)

KANNUR UNIVERSITY

Bachelors in Hindi (B.A)

IAT INSTITUTE

Diploma in Indian and Foreign Accounts with Tally - 2023

➤ LANGUAGE

Malayalam

English

Hindi

Arabic(beginner)

➤ COMPUTER SKILLS

M.S office

English and Arabic Typing

Slide presentation.

➤ WORK EXPERIENCE

Maleeha Tours and Travels -Administration cum accounts (6 months)

➤ DECLARATION

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.