CURRICULUM VITAE

Durriya Saleem

Nest, Near water tank, Vattakulam, Adikadalayi PO, Kannur, Kerala, India.

PIN: 670003

Ph: - +919946971861

E-mail ID: durri.saleem@gmail.com

PERSONAL DETAILS: -

Spouse Name: Saleem Ahmed GS Father's Name: PM Ahamed Saleem Date of Birth: 9th February 1988

Sex : Female
Religion : Islam
Nationality : Indian
Marital Status : Married

EDUCATIONAL QUALIFICATION:-

- * BCom passed from Sir Sayed College, Taliparamba under KANNUR UNIVERSITY 2008.
- * PLUS TWO passed from DIS Senior Secondary School Kannur under KERALA HIGHER SECONDARY EXAM BOARD on May 2005.
- * S.S.L.C. passed from DIS English Medium School, Kannur under KERALA STATE EDUCATION BOARD on 2003.

COMPUTER SKILL: -

- Microsoft Office (Ms Excel, Ms Word & Ms Power Point)
- Tally (Accounting Software)
- Other Basic Computer Applications

LANGUAGES KNOWN: -

English

Hindi

Malayalam

Malayalam

OBJECTIVE: -

Seeking a post to work as a part of administration in an academic setting.

PERSONAL STATEMENT: -

I, Durriya Saleem is reliable and self-motivated. Have a positive attitude and possess good communication and relationship building skills. I have 1 year experience in working as Admin / Accounts Assistant in a tax consultant office at Kannur, India. Also, I am confident that I can perform administrative tasks efficiently to maintain an organized work area.

COMPETENCY HIGHLIGHTS: -

Quick learner with an ability to rapidly achieve organizational integration, assimilate job requirements and employ new methodologies. Energetic and self-motivated. At ease in high stress environments requiring superior ability to effectively handle multitask levels of responsibility.

EXPERIENCE: -

Having experience in working as Admin / Accounts Assistant in Accounting & allied service Kannur for a period of 1 year during 2008-09.

JOB PROFILE: -

- ★Store and maintain company documents in both electronic and physical forms
- ★Updating daily expenses and receipts by maintaining cash book
- ★ Classify, sort, and categorize documents in alpha-numerical order
- ★ Keeping track of all the inward and outward Correspondence
- ★ Preparation of task list and reviewing it in line with the time line specified in advance.
- ★Record keeping of received and sent letters to the various consultants.
- ★ Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
- ★ Provide administrative / secretarial support for various departments / divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
- ★Schedule and coordinate meetings, interviews and appointments for supervisors

DECLARATION: -

I, Durriya Saleem hereby state that all the information given above is true to the best of my knowledge and belief.

Place : Kannur Sd/

Date : 20/02/2021 Durriya Saleem