



# THASLEEMA Aslam

Junior Executive

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## PROFILE

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To get a chance where I can make the best of my talent capacity and add to the association's development.

## EXPERTISE

- MS Excel
- Data Entry
- Data processing
- MS Office

## LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

## EDUCATION

BCOM TAXATION | 2019-2022

Ansar Women's College-  
Thrissur, Kerala

- Dissertation title: "To explore the benefit of e-commerce, upcoming trends and provide solution to existing challenges".
- Attended a national workshop on Imposing Tax, Maintaining Bookkeeping, and Overseeing Monetary Arrangement..
- Completed certificate course on Functional English with an A grade. Member of the National Service Scheme Unit.

TALLY WITH GST - December 2022-October 2022

Kerala State Rural Women's Electronics  
Industrial Cooperative Federation Limited

Mark obtained: 80%

Certified in Accounting (Tally with GST)