

CURRICULUM VITAE

HAJIRA BEE

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Career Objective

I look forward for a challenging career that gives better exposure to my skills and abilities. I want to be in the team that scripts the future.

SKILLS

- Good communication and interpersonal skills.
- Ability to work under pressure and maintain relation with staff and clients.
- Good grasping capacity of job.

Academic Qualifications

- Master of Business Administration (MBA)
- Bachelor of Business Administration (BBA)
- Higher Secondary Course Certificate (H.S.C.)
- Secondary School Leaving Certificate (S.S.L.C.)

Certification Qualifications

- Montessori Kindergarten Teacher Training
- Diploma in Computer Application

Additional Qualification

- Attend Probationary Officer / Management & Clerical Banking Industry Education in Chennai. Dec 2011 – Mar 2012

Work Experience in Kuwait

- Worked as Cashier Cum Sales at Danish Bakery Yarmuk, Kuwait.
(For Temporary)

Work Experience in India

Office Assistant

Bismi Consultancy Co. Chennai, Tamil Nadu, India.

March 2009 to August 2013

RESPONSIBILITY

- ✓ All correspondence letter preparation
- ✓ Answered, screened and routed all incoming calls
- ✓ Staff's Time sheets preparation
- ✓ Handled incoming / Outgoing Mail, Emails & Fax
- ✓ Managed petty cash, Managed office supplies and maintenance of office equipment
- ✓ Scheduled appointments and meetings
- ✓ Maintained filing systems

Assistant Accountant

Bismi Consultancy Co. Chennai, Tamil Nadu, India.

June 2006 to October 2008

RESPONSIBILITY

- ✓ Analyzing and identifying problems
- ✓ Research and data collection
- ✓ Prepare and verify daily reports
- ✓ Managing projects and programs
- ✓ Maintain accounting documents in the database

Kindergarten Teacher

Sri Venkateswara School, Chennai, Tamil Nadu, India.

March 2005 to May 2006.

RESPONSIBILITY

- ✓ Teaching about basics like shape, color, counting etc.
- ✓ Teaching about basics of regular life eating, talking, and behavior.
- ✓ Conducting small games in the class & Group activities.
- ✓ Teaching about natural things, names of animals, flowers, fruits and vegetables.
- ✓ Conducting small tests monthly for checking their development and grasping status.
- ✓ Maintaining the complete records of students.

Personal Information

Spouse Name : Abdul Rasul
Date of Birth : 19.01.1987
Gender : Female
Marital Status : Married
Nationality : Indian
Current Address : 114th Street, Near Farwaniya Garden,
Block # 4, Al Farwaniya, Kuwait

Languages Known : English, Hindi, Urdu, Tamil, Arabic (Read)

Hobbies : Cooking, Music, Tailoring, Reading Books

Passport Information

Passport No : J8089892
Date of Issue : 21 / 09 / 2011
Date of Expiry : 20 / 09 / 2021
Place of Issue : Chennai

Civil ID No. : **287011905375**

Civil ID Expiry : **16 / 12 / 2015**

VISA STATUS : **22**

DECLARATION

While I am enjoy on my work now I am interested in taking greater challenges and responsibilities and relocate wherever it may be.

I hereby declare that all the information given above is true to the best of my knowledge.

Place: KUWAIT

HAJIRA BEE

Date :