



# FATHIMA

## CONTACT

☎ 91 7994004465

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📍 Pattambi, Palakkad

## TECHNICAL SKILLS

- MS OFFICE suite (Excel, Word, PowerPoint)
- Tally (VAT, GST)
- Google Workspace

## SOFT SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English
- Malayalam

## REFERENCE

JAYAPRIYA J  
Assistant professor of commerce  
Sree Neelakanta Government  
Sanskrit College, Pattambi  
+91 94474 09915  
rameshjayapriya2@gmail.com

## PROFILE

Result driven and highly motivated commerce professional equipped to teach and mentor students. Seeking an assistant professor role to cultivate academic excellence. Proven record in administration and business development committed to deliver high service standards with strong communication skill and resourcefulness to deliver consistent results

## EDUCATION

- UGC NET QUALIFIED
- MCOM FINANCE  
MES KeeVeeYem college, Calicut University (2021-2023)
- BBA FINANCE  
SNGS College Pattambi, Calicut University (2018-2021)
- 12TH GRADE  
MES INTERNATIONAL SCHOOL PATTAMBI (2018)

## WORK EXPERIENCE

2024 - PRESENT

WESHIP logistics Dubai

Accountant

- Develop and maintain financial records including cash book generation and preparing invoice for KSA, KUWAIT, QATAR and OMAN Markets
- Performed bank reconciliation for accounts ensuring accuracy and resolving discrepancies
- Maintenance of stock register to track the movements of goods from the warehouse

• ATLAS SILKS

2022-2023

Manager

- Create and manage the marketing budget, ensuring efficient allocation of resources and optimizing ROI.
- Oversee market research to identify emerging trends, customer needs, and competitor strategies.
- Controlling day to day operations of the firm.
- Provided product / service information addressing customer concerns and improving satisfaction
- Checking financial reports of the firm

## DECLARATION

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