

CURRICULUM VITAE



Dilsha Aneef

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OBJECTIVE

Seeking a challenging position in the areas of Administration/Data entry/Front Office or any other suitable position where I can utilize my skills and knowledge, with a view to start a career in an organization where quality of work and results are recognized.

ACADEMIC QUALIFICATION

- **Bachelor of Business Administration** from London American City College, Dubai, UAE (under Madonna University – USA)
- **Higher Secondary School Education** from Gulf Model School, Passed out 12th by 75% (2012)
- **Secondary Education** from Gulf Model School, Commerce Stream, Passed out 10th by 80% (2010)

TRAINING COURSES & ACHIEVEMENTS

- Certified in Advance Diploma in Business Administration (1st September 2014)
- Certified in Diploma of Business Administration (21st January 2014)
- Certified in Certificate of Business Administration (02nd September 2013)
- Completed Arabic typing Course (09th May 2012- 22nd June 2012)
- Certified in WINDOWS 2000XP + MS OFFICE 2000XP (09TH May 2012- 22nd June 2012)

WORKING EXPERIENCE

- Worked for Al Saiee Spices Trading LLC (Tasty Food) as an Data Entry cum Accountant (Tally ERP Software) and customer service agent from 28th June 2014 to 28th June 2015.
- Worked for Corass Builders & Developers as Temporary Admin cum Assistant Accountant from 1st April 2017 to 9TH July 2017.

EVENT JOB

- Worked for Dubai International Film Festival as a volunteer in 2012.
- Worked for 96.7 FM as a volunteer in 2012.
- Worked for Claps Event Management as a volunteer in Knowledge Qwest Event on 19th February 2016 to 20th February 2016.

PROMOTION JOB

- Worked in the customer service department as IT promoter for Samsung products in Lulu Hyper market, Dubai and Plug In's in Dubai Festival City from 01st April 2013 to 30th May 2013.

STRENGTHS

- Dedicated and hard-working.
- Sheer attitude to learn new skills and improve professionally.
- Organized and systematic.
- Manage multiple tasks efficiently.
- Proficient computer skills.
- Administration, Telecommunication and Co-ordination skills.

PERSONAL PROFILE

Nationality : Indian
Visa status : Residence Visa (Husband's sponsorship)
Place of Birth : Dubai, UAE
Date of birth : 10/01/1994
Age : 27years
Marital Status : Married
Driving license : Light Motor Vehicle

LINGUISTIC PROFICIENCY

English, Hindi, Malayalam.

REFERENCE

Will be available upon request.