

Fasna Aboobakar

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SUMMARY

I take this opportunity to introduce my self by the way of this letter and the annexed curriculum vitae,I am a sincere, honest and qualified professional with good work ethics , communication, interpersonal and management skills.

Having more than 5 years of experience in UAE, based on my educational qualification.I am confident that I would aptly fit the role offered I have always taken the extra mile to consistently exceed the expectation of my duties and responsibilities assigned.

CAREER OBJECTIVE

Seeking a best opportunity in the field of suitable position to harness my skills and acquired knowledge to its best,so as to bring out the best in me this to grow along with my firm to attain the highest degree of progress and satisfaction to my company and to myself.

EXPERIENCE

Export LC Advising Department: Foreign Trade Center.

Mashreq Bank(Dubai U A E)

*Responsible for processing and supporting international trade finance operations transactions for letters of credit.

*Advising LC and Amendments in system.

*Handling LC advice queries for customers/RM.

* Daily tracking of LC and related amendment receiving advising.

*Dispatching LC to the customers.

*Assisting in document checking for LC.

Supporting export team for document receiving, monitoring and dispatch the documents.

Good knowledge and experience in flex cube/ side viewer.

Export collection Document:

*Checking and verifying export collection Document.

*Verifying the correct document and dispatch to the drawers bank.

* Checking collection Document against payment DP and documents against acceptance DA usance DP Bills.

*Send a documents to the bank in buyers country with instructions on collecting payment.

* Checking the documents for consistency.

CMU (Cash Management Unit)

*Handling PDC & CCS Cheques.

*Checking the current dated cheques and presenting for clearing.

* Checking withdrawals and extending cheques as per customer request .

*Maintaining correct tracker to insert the post dated cheques

*Reconciliation of Cheques to maintain the correct tracker.

*Good knowledge and experience in Gts/Edms/ CCS scanning.

Reporter

The Times of India

- *Collect,verify and analyse thoroughly newsworthy information.
- *Assemble findings to a stable story.
- *Write and deliver stories with readers perspective mind.
- *Publish or broadcast news stories.

Teacher

V.M Public School

- * Teaching Communicative English.
- * Planing ,preparing and delivering lessons.
- *Preparing teaching materials.
- *Checking and assessing students works.
- *Helping students to improve their writings,reading,and listening skills

EDUCATION

Degree/Course

Degree- B.A communicative English literature and Journalism

MES college of Arts and Science ,

HSE (Central Board of secondary examination Kerala),scored 80%

S.S.L.C(CBSC Board Examination)

Scored 90% Distinction Holder ,

PERSONAL DETAILS

Passport detail	P4104238 Visa Status - Employment visa/ Expires on 30-09-2022
Date of Birth	21.01.1996
Gender	Female
Nationality	Indian
Marital Status	Married

Fasna Aboobakar