



MUNZEERA M.R

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📍 Rolla, Sharjah, UAE

ACADEMIC CREDENTIALS

Master in Commerce (M. Com)

- Mangalore University
- St. Philomena college, Puttur

Bachelor of Commerce (B. Com)

- Mangalore University
- Field Marshal K.M Cariappa College, Madikeri

PUC (Pre-University College)

- Govt P U College, Madikeri.

CERTIFICATE COURSES

- **ADCA** (Advance Diploma in Computer Application)

COMPUTER PROFICIENCY

Tally ERP 9	★★★★★
Peachtree	★★★★
Basic Operations	★★★★★
Internet & Email	★★★★★

LANGUAGES KNOWN

English	██████████	100 %
Malayalam	██████████	100 %
Hindi	██████████	100 %
Tamil	██████████	100 %
Kannada	██████████	100 %

PROFILE SUMMARY

- ✚ Compassionate & dedicated professional with **5 Years** of experience
- ✚ Seeking a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work	Work Ethic	Energetic	Adaptability	Leadership
Organization skills	Time Management	Interpersonal ability		
Detail Oriented	Multi-Tasking	Professionalism	Problem- Solving	

EMPLOYMENT CHRONICLE

ADMINISTRATION | 2021-2022

G.M. HABIB & CO, INDUSTRIAL ESTATE, MADIKERI

- Oversee auditing & tax
- Support company leadership and supervise administrative department activities for staff members.
- Greet office visitors and direct them to the appropriate parties.
- Handed basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.
- Enter and update company, employee, and client records.
- Direct, review, and optimize office operations to increase accuracy, productivity, and efficiency and reduce costs.
- Provide basic bookkeeping services.

ASSISTANT TEACHER | 2019 – 2020

AMERICAN SCHOOL OF CREATIVE SCIENCE MALIHA, SHARJAH, UAE

- Responsible for inspiring students to seek out answers for themselves and also actively promoting teamwork within them.
- Guide students to design experiments that will test known matters.
- Creating a positive classroom atmosphere that is Inclusive and encourages study.
- Establish and maintain cordial relations between students and teachers.
- Work with the lead teacher to monitor the class schedule.
- Assist teachers with lesson preparation by getting materials

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female
Date of Birth : 12/05/1989
Nationality : Indian
Visa Status : Husband Visa

INTERESTS



Songs



Travelling



Crafts

REFERENCE

- Available upon request

- ready and setting up equipment.
- Revise lesson material with students individually or in small groups.
- Ensure the classroom environment is safe and clean.

DATA ENTRY/ADMINISTRATIVE ASSISTANT | 2017 – 2018

SECURE TAG TAX CONSULTANCY, SHARJAH, UAE

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Handled office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Screen phone calls and routing callers to the appropriate party.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.

LECTURER | 2015 – 2017

K.V.G SCHOOL & FIRST-GRADE COLLEGE, KARNATAKA, INDIA

(Business Taxation, Financial Management, and Financial Accounting)

- Prepare and deliver lectures, tutorials, workshops, and seminars.
- Develops curricula and course material that can be used across a number of platforms.
- Collaborate with other academics and lecturers to improve teaching methods and expand the knowledge base.
- Set and grade assignments, tests, and exams.
- Conduct research, and write papers, proposals, journal articles, and books.
- Attend and participate in meetings, conferences, and other events in and outside of the institution.
- Participate in training opportunities and initiatives at the institution.
- Provide support to students and other colleagues.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

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