

FATHIMATH SHINSIYA

CONTACT



0524856006



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Alquoz- Dubai

LANGUAGE

- English
- Malayalam
- Tamil
- Hindi

STRENGTH

- Management Skills
- Creativity
- Quick learner
- Hard working
- Critical Thinking
- Leadership
- Problem solving skill

PERSONAL DETAILS

- Nationality : India
- visa status : Husband visa

PROFILE

Document clerk with 3 month of experience in filing,scanning,preparation of documents and data entry . skilled in accurately organaniding and maintaining records in a office.

EXPERIENCE

CUBE INNOVATORS - Dubai

2023 - DOCUMENTATION CLERK

- Documents preparation for digitalisation.
- Ensure that documents are filed in the correct order.
- Make sure documents are stored securely and confidentially.
- Ensure the accuracy of documents.
- perform document review to identify the missing documents and report of the condition of the document
- Maintaining the filing system, both electronic and physical.
- Compares index with original documents to assure correctness and completeness.
- Perform a variety of clerical support tasks.

EDUCATION

Bachelor of commerce (Bcom)
Computer Application -Calicut university
-Kerala.

Higher Secondary Education plus two-
(Commerce) Computer Application
kerala.

SKILLS

- Excel
- word
- outlook