

RESUME



SUMAIYA DILYAR PARKAR

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Visa Status: Visit Visa Valid Till

Date: 05.04.2023

**Post Applied For: -
Accounts & Administrator
(Clerk)**

PERSONAL DETAILS

Nationality : Indian

Date of Birth : 27/07/2000

Marital Status: Unmarried

Religion : Muslim

Hobbies: Learn about new things

PASSPORT DETAILS

Passport No : S2755900

Date of Issue : 24/04/2018

Date of Expiry: 23/04/2028

Place of Issue : MUMBAI

ADDRESS DETAILS

Al Nad, Al Qasimia Sharjah,
Ammar Bin Yasir Streets
SHARJAH, United Arab Emirates

LANGUAGES PROFICIENCY

English
Hindi
Marathi
Urdu
Arabic (Read)

CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

EDUCATIONAL QUALIFICATION

- Graduate (B. Com) Passed from Mumbai University in 2021.
- H.S.C. Passed from Mumbai Board in 2018.
- S.S.C. Passed from Mumbai Board in 2016.

COMPUTER SKILLS

- Good Knowledge of Computer Operating System.
- Professional and basic commands using Microsoft office.
- Tally ERP9 Passed in 2017.
- Advance Excel Passed in 2022.
- MS-Office, Word, Excel, PowerPoint, Outlook, Access.
- M Social Media handling company websites and posting advertisement. (Facebook, Instagram, Twitter, LinkedIn)

WORK EXPERIENCE

➤ ICIC PRUDENTIAL LIFE INSURANCE L.L.C

{Position: - Accounts & Administrator}

Date of Joining: - 01-JAN-2020

Date of Leaving: - 15-JAN-2022

KEY SKILLS & COMPETENCIES:

- Ability to work under pressure.
- Problem-Solving Skills.
- Hard Working & Honest.
- Ready to take Responsibility.
- Public speaking and Multitasking.
- Customer Service & Communications skill.
- Excellent verbal and written communication skill.
- Delivering high quality results and ability to work accurately and pay attention to details.

DECLARATION

I hereby declare that the above information is correct up to knowledge and I bear the responsibility for correctness of the mention particulars.

SUMAIYA DILYAR PARKAR