

SHAMEEMA ABDUL RAHEEM

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Personal summary

A bright and talented Individual, possessing excellent communication skills with an ability to work on own initiative or as part of a team, is looking forward to join a commercially focused, forward thinking company to enhance career prospective. Good team player who can be of assistance to improve efficiency and productivity within an organization.

Key skills and competencies

- Planning and organizing skills
- Helps to achieve the company's corporate goals
- Ability to attain meetings and represent presentations
- Ability to get things done.
- Committed people developer
- Team builder (Team work skills)
- Positive thinker

Career history

1.

Name of the Employer - **MEMON FABRICS**
Designation / Job Title - online marketing and management
Duration of Employment - Jan 2013 –April 2015

Responsibilities

- Appropriate advertising of the fabrics and garment on the internet
- Handling customer inquiries and complaints
- Administration of outlet affairs and Marketing proposals
- Continuous improvement in Process management
- Analysis of financial statements, Daily Cash forecast.
- Maximize revenue through suggesting new ideas and systems
- To develop and execute strategies to ensure sustainability & future growth of the sector.
- Develop & Maintain strong relationships with corporate client base.

2.

Name of the employer - **Maryam Lawn(online based outlet)**
Designation / Job Title - Online marketing and management
Duration of Employment - Jan 2016 –April 2018

Responsibilities

- Appropriate advertising of the fabrics and garment on the internet
- Handling customer inquiries and complaints
- Maximize revenue through suggesting new ideas and systems
- To develop and execute strategies to ensure sustainability & future growth of the sector.
- Develop & Maintain strong relationships with corporate client base.

Academic and Professional Educational Information

University / Institute	Course name & Qualification sought	Discipline	Year	Full/Part time
Chartered Institute of Management Accountants	Certificate In Business Accounting	Accounting	2010	Part time
Completed Courses		Marks in the Computer Based Assessment		
Fundamentals of Management Accounting		59%		
Fundamentals of Financial Accounting		74%		
Fundamentals of Business Mathematics		77%		
Fundamentals of Business Economics		56%		
Fundamentals of Ethics, Corp. Gov'nance 2009		55%		

Secondary /Professional Education

University / Institute	Qualification	Discipline	Grade	Year	Full/Part time
American College Of Higher Education Sri Lanka	Diploma in Primary Teacher Training	Teaching	A (Distinction)	2005 - 2006	Part time
Faculty of Asia Lanka Vocational Education	Diploma in Advanced Beauty Culture	General	Pass	2005	Part time

Ordinary Level Edexcel

School / Institute		Ilma International Girls' School	
Subjects		Grade	Year
1	Accounting	A	2003
2	Commerce	A	2003
3	Computing Studies	A	2003
4	Economics	A	2003
5	English Language	D	2003
6	Mathematics	B	2003
7	Religious Studies	A	2003

Advanced Level Edexcel

Subjects		Grade	Year
1	Business Studies	B	2005
2	Accounting	A	2005
3	Mathematics	A	2005

High Achievements

School/Institute	Category	Year
Edexcel International British Council Srilanka	Highest in Sri Lanka for GCE A/L Accounting	June 2005/Jan 2006
Ilma International Girls'School	Ilma Scholarship for commendable performance at the G.C.E. Advanced Examination of June 2004	2005

Extra Curricular Activities and Intrests

Writing Articles in Magazines

- I have successfully written articles in school magazines and cultural newsletters.

Sports

- Netball and Swimming

References

Name	Fathima Zainab Razeen
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Personal details

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NIC No	878280423 V
DOB	22 Nov 1987
Gender	Female
Citizenship	Sri-Lankan