

LIYANA SHERIN

Bachelors in Business Administration (BBA)

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Visa Status: Family Visa Until January 2026



Highly motivated and enthusiastic BBA graduate seeking an entry-level position in a reputed organization. Eager to apply theoretical knowledge and practical skills to contribute to the success of the organization while gaining valuable professional growth

SKILLS HIGHLIGHTS

- Certification in **Tally & Quick Book**
- Expertise in **Microsoft Office (Word, PowerPoint & Excel)**
- Attention to detail and ability to work
- Quick learner with a passion of continuous learning and self-improvement

WORK EXPERIENCE



Administrative Assistant cum Accountant

Minsha Clinic

(August 2022 – March 2023) – Kerala, India

Roles & Responsibilities:

- Recording financial transactions, handling accounts payable and account receivables.
- Coordinated administrative tasks such as scheduling meetings, managing calendars, and handling correspondence.
- Supported HR functions including payroll processing and employee benefits administration.

PROFESSIONAL CREDENTIALS

- **Bachelor of Business Administration (BBA)** from Kannur University, Kerala, India
- Pursuing **Certified Management Accountant (CMA- USA)**

PERSONAL INFO:

- **Date of Birth** : 30th September, 1998
- **Languages Known** : English & Malayalam
- **Nationality** : Indian
- **Marital Status** : Married

DECLARATION: I hereby declare that the above given entries are true to the extent of my knowledge and behalf. If I have given a chance I will work sincerely to the entire satisfaction of the superior and do my best for the organization.

LIYANA SHERIN

Date: