

CURRICULUM VITAE



MOHAMED KHAIF P.P

Address for communication:

Puthuparambil House
Thavanur PO
Kuttippuram
PIN 679573
Malappuram DIST
Kerala
Contact No: +971 0528364449
Mail: rkhaif22@gmail.com
Visa status: Visit

Personal Data

Date of Birth : 9th March 2003
Father's Name: Kammu
Marital Status : Single
Nationality : Indian
Religion : Islam
Passport No : Y 9570916

Languages Known

English, Malayalam (Speaking,
Reading and Writing)
Arabic (Reading & Writing)

Career Objective

Intend to build a career with leading Institutions of successful background with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging and creative environment

Summary

Young, Energetic, self-motivated, detail-oriented, creative professional. Flexible and organized administrative professional with an unparalleled ability to manage administration and accounting sections with confidence.

Academic Record

S.S.L.C

Programme	: SSLC
Year	: 2019
Grade	: A Grade
Institution	: Ideal International institute of Education, Kerala

Higher Secondary Education

Programme	: HSE
Year	: 2021
Grade	: A Grade
Institution	: K.M.G.V.H.S.School, Tavanur, Kerala

Computer Skill Set

Diploma in Computerised Accounting and Inventory Management

Tally, MS Word, MS Excel, MS Powerpoint

Internet Surfing & Browsing

Experience

2 years experience in Accounting work.

Declaration

I affirm that information given in this resume is true and correct to best of my knowledge.

Place: Thavanur

Mohammed Khaif P.P