



CONTACTS

+971566783506

kcfayiz786@gmail.com

www.linkedin.com/in/ahammed-fayiz-k-c-3b28141ab

Dubai ,United Arab Emirates

PERSONAL PROFILE

Date of Birth : 15/06/1999

Gender : Male

Marital Status : Single

PASSPORT DETAILS

Passport No : U3690339

Date of Expiry : 16/09/2030

Place of Issue : Kozhikode

SKILLS

- Leadership skill
- Time management skill
- Communication
- Multi tasking
- Expert in management accounting, cost accounting, and bookkeeping.
- Petty cash and bank reconciliation, bank position, and vendor reconciliation.
- Analyzing financial statements and variances
- Managing the payables and receivables.
- Accounting software: Acro Bis, SAP ERP, Microsoft Office, Tally ERP

AHAMMED FAYIZ K C

ADMIN ASSISTANT

ABOUT

Seeking a challenging career in the environment that encourage activity and continuous learning, achieve professional and personal growth along with the organization. To interact and work with committed and dedicated professionals, enabling me to apply acquired skills and fully realize my potential.

EDUCATION

MBA - FINANCE AND MARKETING

University of Calicut/School of management studies , kuttippuram
2020-2022

BBA - HUMAN RESOURCE MANAGEMENT

University of Calicut/SNDPYSS college ,Perinthalmanna
2017-2020

COMPUTER SCIENCE

Kerala HSE Board/GHSS Kunnakkavu
2015-2017

WORK EXPERIENCE

MANAPPURAM FINANCE LIMITED/PERINTHALMANNA

2022-2023

Over the past one year. I have built a solid foundation of skills and knowledge as an Admin assistant , Human resource and Accountant. equipped with my strong organizational skills, customer service experience, I also went above and beyond my daily responsibilities when working at Finance Industries. Using my customer service knowledge and new research I compiled

Responsibilities

- Administrating all the functional areas
- Receptionist
- Customer services
- Document controlling
- Data entry
- Maintain accounts
- Coordinating Human resource activities
- Schedule meeting with clients and manager