



ABDUL MUIEZ T.M.

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Email: muiezkarakkad@gmail.com

Personal Details

Gender : Male
Marital Status : Single
Religion : Islam
Nationality : Indian
Date of birth : 01-11-1996

Address

Theruvath House, Noormahal
Karakkad, Guruvayur
Thrissur - Pin: 680 101

Languages

English, Malayalam, Hindi &
Arabic & Tamil

Passport Details

Passport No: M5091090

License Details

Valid Indian & Qatar License

Skills

- ❖ Creativity
- ❖ Leadership
- ❖ Team work
- ❖ Management skills
- ❖ MS Office

CAREER OBJECTIVES

To work in an esteemed organization where I can put my best effort and grow along with the growth of the organization.

EDUCATION

B.Com, University of Calicut

Diploma in interior designing

Accounting & Auditing. VHSE

MS Office Word/Excel/Outlook

WORK EXPERIENCE

Period : 2016 – 2017 (1 year)
Company : Box Park Clothing Station
Location : Guruvayoor, India
Designation : Accounts Executive

Period : 2017-2023 (6 Years)
Company : Seventh West Event management
Location : Qatar
Designation : Office Admin cum Purchase Coordinator

RESPONSIBILITIES

- Handling Accounts Receivables & Payables.
- Preparing wide range of communications, reports and documents.
- Monitoring and follow-ups of receivables in coordination with sales department.
- Responsible for verification of all branch sales report.
- Processing payrolls.
- By keeping track of inventory and ordering supplies as needed,
- Maintain office records and filing systems, both digital and physical.
- Maintaining both digital and physical filing systems ensures that important documents are easily accessible and well-organized.

Declaration

I do hereby declare that the above furnished details are correct and true up to the best of my knowledge and belief.

ABDUL MUIEZ T.M.