



ADARS M

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 **+971 565411973**


Visa Status : Visit Visa

Visa Expiry : 18-03-2024

About me

- Sincere, Honest and dedication
- Disciplined and sociable
- Hardworking, Self motivated and oriental
- Performing day today duties assigned to me

Contact Info

 Jumeirah 1, Dubai
United Arab Emirates
U.A.E

Personal Details

Date of Birth : 19/03/1996
Marital Status : Single
Gender : Male
Nationality : Indian

Skills

- Good Communication Skill
- Hard working and flexible.
- Self-confident.
- Efficient and energetic.

Languages

- English
- Hindi
- Malayalam

DATE :

PLACE :

I would like to be in an organization, which is driven by ethics, positive attitude and dedication seeking challenges where my educational potential and work experience meets the needs of the industry and to work with sincerity and to prove my ability and knowledge in my workplace.



EXPERIENCE

2021- 2023

Kerala

Billing Assistant

2 years working experience in Kerala State Electricity Board Chattanchal Kasaragod.

2023- 2023

Kerala

Cashier cum Salesman

6 month worked at Sivaganga Traders Kundamkuzhy Kerala

2017- 2021

Kerala

Meter Reader

4 years working experience in Kerala State Electricity Board Chattanchal Kasaragod.

Academic Qualification

- Certificate in Warehouse Management and Inventory Management -2023
- Accounting (Sankaracharya Accounts Management and Banking Allied Training) 2014
- Plus Two Commerce [Govt of Kerala March 2013]
- S.S.L.C [Govt of Kerala March 2011]

Roles and Responsibilities

- Creating and Managing team schedules
- Managing work flow
- Supervise and evaluate the performance of assigned warehouse employees
- Income statement
- Handling and Controlling Bills Receivable and Bills Payable
- Handling main cash and petty cash

Software Knowledge

- TALLY (Indian)
- MICROSOFT OFFICE

Passport Details

- Passport Number : B8349869
- Date of Expiry : 10/12/2033



DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

Adars M