



CONTACT INFORMATION

- 📍 Al Karama, Dubai, UAE
- ☎ (971) 547415957
- ✉ midhunks615@gmail.com

SKILLS

Professional

- ❖ Good communication and Analytical skills
- ❖ Hard working and educated
- ❖ Negotiations Skill
- ❖ Communication Skill
- ❖ Aiming to achieve monthly Target.

PERSONAL

- ✓ Ability to work under pressure
- ✓ Creative and innovative
- ✓ Time management skills

PERSONAL DETAILS

- Date of Birth: 25/11/1994
- Gender: Male
- Nationality: Indian
- Marital Status: Single
- Language known: English
- Hindi
- Malayalam

MIDHUN K SURESH

SUMMARY

To work in a position where I will increase gains in profit performance, revenue growth and market share by using my expertise and skills in business management and entrepreneurial drive.

WORK EXPERIENCE

- Working as a **SUPERVISOR CUM ADMIN** in **DAY TO DAY GENERAL TRADING LLC**, Dubai, UAE.
- Worked as a **BRANCH MANAGER** in **SPANDANA SPOORTY FINANCE LTD** in Kerala, India. (March 2019 to Dec. 2022)
- Worked as a **CREDIT ASSISTANT** in **SPANDANA SPOORTY FINANCE LTD** in Kerala, India (October 2017 to March 2019)
- Worked as a **SALES EXECUTIVE** in **UNITED INFO TECH** in Kerala, India.

EDUCATIONAL ATTAINMENT

- Graduation in University of Calicut.
- Complete Higher Secondary from Kerala State Board.

DUTIES AND RESPONSIBILITIES

- Vouching and verification of accounts
- Management of petty cash
- Handling Cashier daily activities and customer relations
- Managed accounts payables and receivable
- Fund flow and cash flow management
- Prepared weekly and monthly reports
- Branch Administration

IT SKILLS

- ERP-Tally & Peachtree
- MS office, MS -EXCEL
- OS-Windows XP, 7 & 8, 10

PASSPORT DETAILS

- Passport No : N1881106
- Date of Issue : 07/08/2015
- Date of Expiry : 06/08/2025
- Visa status : JOB VISA

DECLARATION

I hereby declare that all the information given above are true and correct with best of my knowledge.

MIDHUN K SURESH