

## MUKTHAR K KAREEM

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0583052684

Al Qusais, Near Dubai Airport Freezone Metro Station, Dubai .UAE



### Summary

"I am looking for an entry-level position to kickstart my career in the field . I wish to work in a dynamic organisation that will contribute to my professional and personal growth while I contribute to the growth of the company as well as engage in opportunities to further the company's goals."



### Experience

#### PULAVATH TRADERS

- 2024

Administrative assistant

- e-Invoicing.
- e-Way Billing.
- Filing and documentation
- Maintaining data and records
- Assisting B2B transactions and customer communication
- Generates GST & non-GST bills/invoices.
- Microsoft office
- My bill book

#### Primus Tech System pvt ltd.

- 2023

SAP Internship

- SAP FICO
- One month internship

#### Greenland Private limited

- 2023

Administrative assistant

- Handle inbound and outbound documents, maintaining proper storage, retrieval, and distribution.
- Assist other office staff by performing general clerical tasks such as filing, photocopying, and sending emails.
- Act as a first point of contact for external queries, routing calls to the appropriate departments.
- Assist in planning and scheduling meetings, appointments, and travel arrangements for executives or managers.
- Monitor inventory levels of office supplies and place orders when necessary.



## KICKBOXING MUAYTHAI

2023 - 2024

Martial arts instructor

- Martial arts training
- Kickboxing and muaythai
- Personal training
- Nutrition specialist
- Bodybuilding



## Education



### MG University

2023

Bachelors Degree In English

80%



## Skills



• Advanced Excel • Microsoft office



• SAP FICO in S/4 Hana Software( End user & Configuration ) • SAP Business Edition • SAP Business One



• Tally with Gst • GCC VAT



DIPLOMA IN ACCOUNTING • General ledger accounting • Accounts payable • Accounts receivables • Asset accounting • Goods and service tax • Cost centre



SOFT SKILLS • Communication • Leadership • Teamwork • Creativity • Time management • Adaptability • Problem-solving • Work ethic



## Achievements & Awards



• NCC Cadet Certified ( 22 K Battalion ) • Kerala State Level and MG University Level Winner (Arts) • Arts Trainer • Martial Arts Trainer (kick Boxing ,Thai Boxing, Muaythai) • Kerala State Muaythai Association( instructor ) • Body Building



## Languages



• English • Hindi • Tamil • Malayalam • Arabic



## Personal Details



Date of Birth : 27/04/2002



Marital Status : Single



Nationality : Indian



Passport : B7102234



## Additional Information

2W -4W Driving Licensed



## CERTIFICATION



• SAP-FICO S4HANA / BUSINESS EDITION