

Muhammed Suhail K



CONTACT

Phone: +971-504091649

Location: Dubai, UAE

Email: suhailk34@gmail.com

PROFILE

BBA graduate with strong foundational knowledge in business and finance, supported by an online certificate course in UAE Accounting and Taxation. Over 6 years of experience managing a small business in Kerala, India. Skilled in customer service, sales, bookkeeping, and basic accounting practices. Self-motivated, adaptable, and now seeking an entry-level accounting or administrative role in the UAE to apply and expand professional skills in a structured work environment.

EXPERIENCE

Self Employed | Retail and Travel Services

Kerala, India | 2018– 2024

- Operated a small business offering mobile phone accessories, printing, and travel-related services.
- Provided air ticket booking, passport application assistance, and photocopy/printing services for local customers.
- Managed inventory, sales, and supplier coordination for retail operations.
- Maintained customer records and handled service payments and basic accounts.
- Promoted services through word-of-mouth and WhatsApp Business, building strong customer loyalty.

EDUCATION

Bachelor of Business Administration | 2018

Calicut University, Kerala, India

Higher Secondary Education | 2012

Board of Public Education, Kerala, India

SSLC | 2010

Board of Public Education, Kerala, India

CERTIFICATES

UAE ACCOUNTING AND TAXATION | 2025

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Certificate Course in Tally | 2023

G-Tech Computer Education

MS OFFICE | 2023

G-Tech Computer Education

CONSIGNMENT BOOKING ASSISTANT | 2020

NSDC, India

SKILLS

- Proficient in Microsoft Office, Tally
- Problem-solving skills
- Cash register operation
- Relationship building
- Accounting and financial analysis
- Data analysis and interpretation
- Excellent communication and interpersonal skills

PERSONAL DOSSIER

Date of Birth: 30-11-1994

Nationality: Indian (Kerala)

Language: English, Malayalam

Visa Status: Visit Visa