



FASALUDHEEN K M

Nationality: Indian **Date of birth:** 30/05/1993 **Gender:** Male

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ABOUT ME

Creative and dedicated professional with over eight years of experience in accounts, office administration and travel & tourism industry. Ability to Organize and drive operations, and effectively develop and enact company policies and strategies to increase operational efficiency. Retain effective leadership and interpersonal skills. Setting advanced strategic plans and sales objectives for management. Develop policies to keep the organization's budget low including operations cost and retain ample working capital

WORK EXPERIENCE

ACCOUNTANT

TRAVEL FORT HOLIDAYS Pvt Ltd. - INDIA [2019 – Current]

- Preparation and analysis of financial statements
- Maintaining accurate and up-to-date financial records.
- Billing and cash collection, To handle Petty cash.
- Handling daily accounting activities of the branch

UAE TOURIST VISA OPERATION

ARABIAN TOUR SERVICES INDIA Pvt Ltd. - INDIA [2017 – 2018]

- Data entry of UAE visa application.
- Marketing of tour packages & UAE tourist visa.
- Communicating with customers.
- Handling caring out clerical duties.

OFFICE ADMINISTRATOR

I MEDIA GRAPHIC DESIGN INSTITUTE - INDIA [2016 – 2017]

- Ensure adherence to relevant company procedures and policies
- Schedule and coordinate calendar activities.
- Control the office supplies state and make sure it is an accordance with office needs.
- Coordinating and managing appointments, meetings in order to schedule.

DIGITAL SKILLS

Tally prime / Tally GCC VAT / Microsoft Excel / Microsoft Office / Adobe Photoshop (basic elements) / fast typing

EDUCATION AND TRAINING

MASTER OF BUSINESS ADMINISTRATION (MBA)

Bharathiar University - INDIA [2017]

BACHELOR OF COMMERCE

University Of Calicut - INDIA [2015]

LANGUAGE SKILLS

Other language(s): **English** | **Hindi** | **Malayalam**