

“Stay positive, Work hard  
& Make it Happen”



**MIDHUN A M**

Mob no: 0524018781

midhunmidhu675@gmail.com

### KEY SKILLS

- Purchasing
- Sales & Marketing
- HR works
- Warehouse management

### PERSONAL DETAILS

Age:28

Marital Status: Single

Dob: 03 Nov 1995

Nationality: Indian

### LANGUAGES KNOWN

English

Hindi

Malayalam

Tamil

### DRIVING LICENSE DETAILS

License Number: 329804

Expiry: 03/09/2028

Category: Manual

### PASSPORT DETAILS

Passport Number: P2098309

Expiry Date: 03/07/2026

Visa Type: Employment

Visa Expiry: 13/09/2024

### CAREER OBJECTIVE

To obtain a challenging position in a reputed company to use my ability, skills and knowledge to achieve maximum output in this challenging career while providing quality service.

### WORK EXPERIENCE

- Currently Working As a **SALES SUPERVISOR** cum **ACCOUNTANT** in Metromanila Hypermarket LLC Ajman.
- Worked as a **Marketing Officer** at Sakthi Finance

Roles I Performed:-

- **VAT Fillings & Prepare VAT Reports**
- **Accounts Payables & Receivables**
- **Cheque Handling and Issuing**
- **Processing of Payroll.**
- **Prepare financial reports Monthly & Quarterly & Yearly**
- **Inventory Control & Data Entry**
- **Deposit cash sale amount into the company bank account through CDM**
- **Assisting HR related works.**
- **Supervising sales staffs.**
- **Providing training to sales team**
- **Coordinating sales activities**

### EDUCATIONAL QUALIFICATION

- Completed Post Graduation in **MIB (Master of International Business)**.
- Completed Graduation In **B.Com with Computer Application.**

### COMPUTER KNOWLEDGE

- ✓ Tally
- ✓ MS Office
- ✓ CE Smart Pro(SAP Software)

### DECLARATION

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

**Midhun A M**