




## MOHAMED NAVAS K

KARATT (H)  
KUTTIPPURAM  
MALAPPURAM(DT)  
KERALA  
INDIA

+971-52 52 90614 (  )

 [knavas29@gmail.com](mailto:knavas29@gmail.com)

 KERALA

### PROFESSIONAL SKILLS

- ✓ Organizing tasks
- ✓ Encouraging people
- ✓ Hard working
- ✓ Positive Attitude
- ✓ Team Player

### AREA OF INTEREST

- ✓ MS OFFICE
- ✓ TALLY
- ✓ ACCOUNTING

## CAREER OBJECTIVE

I am looking forward to join a vibrant and exciting organization where I can utilize my skills And keep good performance

## WORK EXPERIENCE

- **ACCOUNTANT**  
**TRUE VALUE SUPERMARKET**  
SHARJAH,UAE  
From **15<sup>TH</sup> NOV 2021 - PRESENT**
- **CASHIER**  
**AM HONDA**  
KERALA,INDIA  
From **1<sup>ST</sup> FEB 2020 - 4<sup>th</sup> OCT 2021**
- **ACCOUNTANT**  
**DAY NIGHT AIR CONDITIONERS**  
KERALA,INDIA  
From **16<sup>th</sup> DEC 2017 - 20<sup>th</sup> JAN 2020**

## JOB PROFILE

- Grn preparation and Grv preparation
- Handling payables
- Making financial reports at the end of month
- Processing tax payments and returns
- Ensure timely bank payments
- Advanced MS Excel skills including Vlookups
- Handling bulk purchases
- Hr duties

## EDUCATIONAL QUALIFICATION

- **SSLC 10<sup>TH</sup> LEVEL**  
KERALA STATE BOARD (MARCH 2012)
- **HIGHER SECONDARY**  
BOARD OF HIGHER SECONDARY EXAMINATION  
KERALA (2012-2014)
- **Bachelor of Commerce (BCOM),**  
CALICUT UNIVERSITY, India (2014-2017)

## PERSONAL DETAILS

Date of Birth : 23<sup>th</sup> March 1996  
Gender : Male  
Nationality : Indian  
Marital status : married  
Religion : Islam  
Languages known : English, Arabic, Malayalam ,Hindi and Tamil  
Passport No : L8580333

- Reference will be provided on demand.

I hereby declare that the information furnished above is true to the best of my knowledge.

Mohamed Navas K