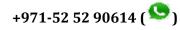


## MOHAMED NAVAS K KARATT (H) KUTTIPPURAM MALAPPURAM(DT)

KERALA INDIA



⊠<u>knavas29@gmail.com</u>

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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 From15<sup>TH</sup> NOV 2021 – PRESENT

 CASHIER AM HONDA KERALA,INDIA From1<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

- $\circ~$  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 OUALIFICATION**

- SSLC 10<sup>TH</sup> LEVEL KERALA STATE BOARD (MARCH 2012)
- HIGHER SECONDARY BOARDOF HIGHERSECONDARY 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