



CONTACT



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UAE

SKILLS

- Team Work
- Time Management
- Leadership
- Verbal & Written Communication

LANGUAGE

- English
- Hindi
- Malayalam
- Urdu
- Tamil
- Arabic (reading)

MOEENUDDIN KUNHALI ACCOUNTANT

PROFESSIONAL PROFILE

Highly enthusiastic and confident person with a desired to succeed in a fast moving environment . I'm hardworking individual who is not afraid of changes and can adapt easily into any given situations With good group dynamic skills.I consider myself very reliable, trustworthy and always try to work to the best of my ability.

WORK EXPERIENCE

SALES ACCOUNTANT

Black pepper clothing, Kerala, India

06/2022-12/2022

- Checking sales records, reconciling sales with the right tax rate, implementing tax accounting policies and updating their knowledge on tax rates.
- Managed customer service processes, including dealing with customer inquiries.
- Managed billing , collections and customer satisfaction processes.
- Managed all aspects of day-to-day accounting operations.

RECEPTIONIST

Indian lodge , Karnataka,India

12/2021-06/2022

- Checking in guest , allocating rooms and handling over keys.
- Answering questions about hotel facilities and about local transport, places of interest and entertainment.
- Dealing with special request such as room service, taxi bookings or wake-up calls.
- Passing on messages to guests and taking mail for posting.
- Maintain a positive attitude and friendly demeanor.
- keep a tidy and orderly workspace.

EDUCATION

Accounts and Business Management

ACE Accounts, Kerala, India.

01/2021-11/2021.

Higher secondary school

Thandee hul Islam H.S.S Kerala, India

06/2017-03/2018

Secondary school

Sirajul Huda E.M.H.S Kerala, India

06/2015-04/2016