

# MUNEEB KEETU KANDY

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



+971 50 589 9015



Dubai, UAE



## Objective

I look forward to associate myself with an organization, where there is an opportunity to share, contribute and upgrade my knowledge, development of self and organization served.



## Experience ( 4 Years Typing Centre )

✓ **Al Theen Typing Centre - Abu Dhabi**

*Dec 2019 – Dec 2021 ( ICP, Labour, Tadbeer, Daman ,MOI & Other Typing centre Work)*

✓ **Hashir Document Clearing Ras Al Khaimah**

*Since – March 2022 ( RAK Municipality , Fewa, Immigration, Labour(MOHRE) MOI,DHA*



## Knowledge Area.

- UAE Business Setup Process , PRO Work
- Indian and foreign Accounting (Tally ERP9, Quick Book, Peachtree)
- Data Entry and Typist - MS Office – Excel, Word, Power Point



## Education

- Completed Bachelor of Arts (BA Economics) Kannur University 2016-19\*
- Higher Secondary ( Plus Two) passed 2016 – Board Of Examination – Kerala



## UAE Driving License Holder MANUAL

- Light Vehicle Manuel (issue: Abu Dhabi, Valid till: **Sep2027**)



## Languages

**English, Arabic, Hindi, Urdu, Malayalam (Native)**



## Skills

- Typing Skill English and Arabic
- Interpersonal and Time management Skills
- Strong Verbal and Non-verbal Communicator



## Personal Details

- **Date of Birth** : 08-Sep-1998
- **Marital Status** : Single
- **Nationality** : INDIAN
- **Sex** : Male
- **Religion** : Muslim



## Declaration

I do hereby declare that all the information provided are true and can be verified.

Place; Dubai

MUNEEB KK