

# NAVEED ALAM

FRESH GRADUATE

## CONTACT

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MUSSAFAH M37 ABU DHABI

## SKILLS

MICROSOFT EXCEL  
MICROSOFT WORD  
PROBLEM SOLVING  
TEAM WORK

## EDUCATION

BACHELOR DEGREE  
AL AMEEN ARTS COMMERCE  
DEGREE COLLEGE  
2023

DEGREE IN ACCOUNTING AND  
BUSSINESS MANAGEMENT

PCMC (SCIENCE)  
SHAHEEN FALCON PU  
COLLEGE  
2018

MATHEMATICS AND COMPUTER  
SCIENCE

## LANGUAGES

English  
HINDI  
URUD

## PROFILE

As a fresher, I have honed my communication skills through Years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

## WORK EXPERIENCE

### FRESHER

Developed and implemented office policies and procedures to improve.

## OBJECTIVE

Dynamic and motivated accounting and business management graduate seeking an entry-level position to leverage academic achievements, strong communication skills, and a passion for accounting. Eager to contribute to a dynamic team, learn from experienced professionals, and apply theoretical knowledge to real-world challenges. A quick learner with a positive attitude, I am committed to achieving professional growth and making a meaningful impact.

## PERSONAL INFORMATION

Father Name: Mohammed Naushad Alam  
Date Of Birth: 28/10/2001  
Nationality: Indian  
Religion: Muslim