



PROFILE

Hard - working and dedicated office manager experienced in performing various daily office operations, assisting in payroll management, performed basic accounting functions and maintaining documents and records.

CONTACT

☎ +971 0502536677

✉ saleemkk82@gmail.com

SKILLS

- Good Communication Skill
- Quick Learner
- Hardworking
- Leadership
- Believe in Discipline

LANGUAGES

ENGLISH, HINDI

MALAYALAM

SALEEM K.K

DRIVER

EXPERIENCES

Bluetop Foodstuff Trading LLC | Al Ain
Nov 2021 - April 2023

Driver

Greenwood Veneers Pvt.Ltd | India
Sep 2019 - Nov 2021

Accountant

EDUCATION

Bachelor of Commerce - BCOM | 2016 - 2019
Rabindranath Tagore University

Higher Secondary - Science | 2012 - 2014
Kerala Board of Examination

SSLC - 2012
Kerala Board of Examination

LICENSE

UAE Driving License

License no : 2808216
Vehicle permit : Light Vehicle
Date of issue : 31-08-2022
Date of Expiry : 30-08-2024