



# THOYYIB. OP

## OBJECTIVE

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To be a part of a professionally managed firm having enough scope of deploying my skill sets effectively and efficiently to attain in the work entrusted to me.

## WORK EXPERIENCE

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### EXPERIENCE IN UAE

- DATA ENTRY
- BILLING
- ACCOUNTS
- OFFICE STAFF (2 YEAR EXPERIENCE)

### EXPERIENCE IN INDIA

- Worked as Sales man KEY YEM Pharma at Kottakkal 3 years.
- ACCOUNTS (Sajidha group of company UAE) 4 year.

## PERSONAL SKILLS

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- Good verbal and written communication skills.
- Ability to deal with people diplomatically.
- Fast Adaptability.

## PERSONAL DATA

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- D.O.B : 15/12/1995
- Religion : Islam
- SEX : Male
- Father' s Name: Mohammed OP
- Nationality: Indian
- Marital Status: Single
- Languages Known: Malayalam, English, Arabic, Hindi.

## DECLARATION

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I hereby declare that all information furnished above is true to the best of my knowledge and belief.

## CONTACT

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### Address

OLAPPULAN HOUSE  
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KERALA  
PIN-676503



### Phone

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### Mail

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## EDUCATION

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### B.COM

Calicut University

### PLUS TWO (COMMERCE)

Board of HSE, Kerala

### SSLC

Board of PublicExamination , Kerala

### SOFTWARE'S

ACCOUNTING, TALLY, EXCEL,  
QUICK BOOK Etc