

Profile

Self- motivated professional with strong business acumen. Young & enthusiastic with extensive experience. To seek a challenging position as an office assistant in a reputed organization that has the vision and potentials for development, growth and expansion and at the same time maintain high standard of performance and business ethics. Good working knowledge in computers. Possess flexibility in adapting to changing management

Education

Plus two/Higher secondary, Govt. of Kerala Wadakkanchery | 2007 - 2009

SSLC, St. Joseph's high school Pangarapilly | 2006 - 2007

Employment History

Accountant, Tajmahal supermarket

Ras Al khaima | 2012 - 2016

Worked as Cashier and data entry

Accountant, Siddiq Babo vegetable distribution L.L.C Ras Al khaima | 2016 - Present

Courses

Diploma in Computerized Professional Accounting, Jawaharlal Nehru Education foundation

Graphics and animation expert, Center of rural education (CORE)

2009 - 2010

Hobbies

- Driving
- Playing cricket
- · Listening music
- · Reading

ADDRESS

Kochiplakkil(house), Kerala, 680586,

BIRTH DATE

12.06.1992

NATIONALITY

Indian

DRIVING LICENSE

UAE driving license for LMV. Driving license issued @ Ras Al khaima permitted to drive

Skills

TALLY

PEACHTREE

MICROSOFT OFFICE

MANUAL ACCOUNTING

INNOVATIVE

ABILITY TO WORK UNDER PRESSURE

HARDWORKING

QUICK LEARNING

Languages

ENGLISH

HINDI

ARABIC

MALAYALAM

TAMIL

References

Noushad k.v , Tajmahal supermarket +971552905652

Shamsudheen , Siddiq Babo vegetable distribution 07-2229265

Declaration