



0566968001



ershad.pachu@gmail.com



Dubai, UAE

## LANGUAGES

- English
- Malayalam - Native
- Arabic
- Tamil
- Hindi

## SKILLS

- Excellent Customer Service Skills
- Excellent Communication Skills
- Expertise in multi-tasking
- Interpersonal Skills
- Problem Solving Ability
- Ability to work under pressure
- Ability to adapt to any work environment

## INTERESTS

- Fitness Training
- Sports
- Travelling

## PERSONAL DETAILS

|                |            |
|----------------|------------|
| Date of Birth  | 02.05.2001 |
| Age            | 23         |
| Gender         | Male       |
| Nationality    | Indian     |
| Marital Status | Unmarried  |

## PASSPORT DETAILS

|                |   |            |
|----------------|---|------------|
| Passport No    | : | T5552466   |
| Date of Issue  | : | 11/05/2019 |
| Date of Expiry | : | 10/05/2029 |

# ERSHAD

## CAREER OBJECTIVE

I am an experienced real estate coordinator seeking an accountant position offering strong skills in excellent communication, interpersonal skills, multi-tasking, experience in coordinating, partnering and guiding the clients. I look forward to be a part of a progressive company where i can contribute my skills and knowledge for the betterment and growth of the company.

## EXPERIENCE

### ACCOUNTANT

- **Siyana Management Consultancy - 1 Year**  
**Dubai, UAE**
- **Bright Line Real Estate - 8 months**  
**Doha, Qatar**  
2019-2022

### DUTIES:

- Providing Quality Customer Service
- Client Meetings
- Responds to Client Concerns
- Tracking Sales Leads
- Prepare reports and updates for upper management
- Handled Accounts
- Keeping organised payment records - Word Excel
- Tele Calling

## EDUCATION

### **Completed Graduation in Bachelor of Business Administration in International Business**

Nilgiri College of Arts and Science, Kerala, India  
2023

### **Completed 12th**

Presidency College, Kerala, India  
2018-2019

### **Completed 10th**

Bhavan's Public School, Doha, Qatar  
2017

## DECLARATION

I hereby declare that all the above mentioned informations are true to the best of my knowledge and belief.