



FARHAN EP

RAS AL KHAIMAH, UAE
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OBJECTIVE

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

SKILLS

- Professional Demeanor
- Problem Solving
- Filing Management
- Analytical Abilities

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

INTERESTS

- Movie
- Travel
- Music

LICENSE DETAILS

License No: 253927

Issue Date : 30-Nov-22

Expiry Date : 29-Nov-24

Place of Issue : Ras Al Khaimah

CERTIFICATION

Successfully Completed "TallyEssential Level 1" and secured Grade A+ • Fundamentals of Accounting • Introduction to TallyPrime • Maintaining Chart of Accounts • Recording and Maintaining Accounting Transactions Banking • Generating Financial Statements and MIS Reports Data Security • Company Data Management • Goods and Services Tax

Successfully Completed MS Office Course and Secured A Grade from Apple Institute of Information Technology

EXPERIENCE

Wahood Vegetables and Fruits

Filing Clerk

1. Performed periodic reviews of inactive files to determine if they should be discarded or kept in storage.
2. Assisted other departments with locating important documents quickly.
3. Processed incoming mail, sorted documents, and distributed appropriately.

EDUCATION

2020	SWAMI VIVEKANAND SUBHARATHI UNIVERSITY BBA
2017	GHSS PURATHUR Higher Secondary
2015	GHSS PURATHUR SSLC