



ARSHAD K A

Personal Data:

Date of Birth: 23/01/1996

Sex: male

Nationality: Indian

Contact No:

Mobile : +971508455463

Email:

arshadaz623@gmail.com

Driving License

Two wheeler

Four wheeler

CURRICULAM VITAE

Career Objective:

Seeking a suitable position for my education qualifications. And my education and experience can contribute to the enrichment of myself and growth of the organization

IT SKILL

- Thorough working knowledge in computerized environment
- Have excellent computer skills
- Higher Diploma in Manual and Computerized Accounting
- Accounting packages – HDMCA, Tally ERP, WORD

EXPERIENCE :

- ☐ I Have 1 year Experience in SHA TRADERS Hardware and Electronics Shop.
- ☐ Worked 1 year in ALFALAAH RETAIL AND WHOLESALE TRADERS,
As Receptionist cum Cashier

JOB PROFILE

- Maintenance of Day Book and ledgers
- Maintain Cash and accurately record cash transactions.
- Ability to work quickly, efficiently and maintaining the highest level of quality
- Prepares payment by verifying documentation
- Contributes to team efforts by accomplishing related results as needed.

Educational Qualifications

- SSLC
- Plus Two (HSE Kerala)
- BBA (bachelor of business administration)

Languages Known

- MALAYALAM
- ENGLISH
- TAMIL

Declaration

I hereby declare that all the above furnished details and particulars are true to the best of my knowledge and belief. I am also confident of my ability to work in a team. And can support by relevant documents as when require

Yours sincerely

ARSHAD K A