

RESUME

TANSEEF HUSSAIN

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Career Objective

Aim to be associated with a progressive organization that gives me the scope to apply my knowledge and best my skills towards the development of the organization and to involve as a part of the team that dynamically works towards the growth of the organization.

EDUCATIONAL QUALIFICATION

- **Bachelor in Business Management (2014-2017)**
Milagres Degree College, Mangalore

WORK EXPERIENCE

Company : **Albadriya Wood Industries** (May 2017 – January 2021)

Albadriya Wood Industries, Mangalore, Karnataka based one of the leading manufacturers of Plywood, Shuttering Plywood, Block Board and Doors received MSME Business Excellence Award in NITTE-KBL MSME Conclave and Business Excellence Awards 2019.

- **Accountant Responsibilities**
 - Documents financial transactions by entering account information.
 - Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
 - Substantiate the financial transactions by auditing documents.
 - Prepare Invoice for the sales
 - Look after the daily statements of the company
 - Maintain sales record for every month
 - Prepare tax reports according to the law
 - Prepare the cash flow and maintain daily cash statements
- **Administrative Executive: Responsibilities**
 - Act as the point of contact between the executives and internal/external clients
 - Undertake the tasks of receiving calls, take messages and routing correspondence
 - Handle requests and queries appropriately, Make travel arrangements
 - Arrange meetings and appointments and provide reminders
 - Monitor office supplies and research advantageous deals or suppliers

- **Sales Executive**

Responsibilities

- Maintaining relationship with target customers
- Encouraging the Sales through various Promotional Activities
- Proper execution of order and dispatch it on time
- Listening to customer requirements and presenting appropriately to make sales
- Maintain good relation with client

PERSONAL ATTRIBUTE

- Excellent in communication and team management skills
- Excellent time management and advanced file management skills
- Eager to learn new skill and contribute to the growth of the company
- Excellent decision making skills

COMPUTER SKILLS

- Hands on Experience in MS office
- Excellent knowledge in Tally.ERP 9
- Hands on experience in Quick books
- Excellent typing speed

LANGUAGES KNOWN

- English
- Hindi
- Kannada
- Malayalam (Speak only)
- Arabic (Basic)

PERSONAL DETAILS

Gender : Male

D.O.B : 08/08/1996

Nationality : Indian

PASSPORT DETAILS

Passport number : R5526661

Date of Expiry : 31/12/2027

Place of Issue : Kozhikode

Visa type : Tourist Visa

Visa Expiry date : 16/5/2021

Declaration:

I here declare that the information furnished above is correct to the best of my knowledge.

Tanseef Hussain