

YAHYA KHAN CTP

Bur Dubai, Dubai

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MASTER OF BUSINESS ADMINISTRATION

PASSPORT DETAILS: - PASSPORT NO: S0103693

DATE OF ISSUE: 23/02/2018

DATE OF EXPIRY: 22/02/2028

CAREER OBJECTIVE

- To work in a professional environment, which will enable me to develop my potentials and also to meet the challenges and excel in a field, where I can fully utilize my skills and knowledge for the organization's growth.

WORKEXPERIENCE

- Firm : LEBANESE PRINTING PRESS LLC
Designation : Accountant
Duration : 12th December 2018 (Currently Working)
Reference : Mr.Abdul Majeed
(Finance Manager)
Mob: +971 55 563 4464
- Firm : FIRDOUS GOLD PERINTHALMANNA LLP (DUBAI GOLD)
Designation : Accountant
Duration : 3rd July 2017 – 30th September 2018
Reference : Mr.Zulfikar Aslam Ansari
(Director, Firdous gold perinthalmanna LLP.)
Mob: +919605546219

EXPERIENCE IN HANDLING

- Preparing accounts and tax returns
- Handling monthly journal entries, accounts and various ledgers
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Preparation of final accounts-computerization of accounts of almost all types of business
- Reconciling accounts, Closing monthly records and reports.
- Plan and track the shipment of final products according to customer requirements
- Prepare accurate reports for upper management

ACADEMIC CREDENTIALS

- **MBA (FINANCE and MARKETING)** from Presidency College (Bangalore University), in the year 2017.
- **B.COM** from SREE SASTHA College (Calicut University), in the year 2015.
- **HSE** from V M C Govt. H S S Wandoor (Kerala State Board), in the year 2012.
- **SSLC** from V M C Govt. H S S Wandoor (Kerala State Board), in the year 2010.

PROJECTS UNDERTAKEN

- Employee Satisfaction Level in NREGA-BCOM
- A Study On Retailers Attitudes Towards Supernova Chilly Powder Brand With Special Reference to AMS Spices And Food Products Pvt. Ltd

TRAINING

- ◆ Two weeks Training in Finance department in Priya instant food company,kerala
- ◆ Seven weeks Training in marketing department in AMS Spices And Food Products PVT LTD.kerala

PERSONAL STRENGTHS

- ◆ Effective communication skills
- ◆ Adaptable and passionate
- ◆ Positive and proactive nature
- ◆ Responsible at work and works under pressure
- ◆ Punctual

COMPUTER PROFICIENCY

- ◆ Windows 8
- ◆ Microsoft Excel
- ◆ Microsoft PowerPoint
- ◆ Microsoft Word

LANGUAGES KNOWN

English, Hindi, Malayalam

PERSONAL DETAILS

NAME: YAHYA KHAN CTP

DATE OF BIRTH: 15-11-1993

CONTACT NO: +971528479878

NATIONALITY: Indian

SEX: Male

PERMANENT ADDRESS:

Chettiyarammal thanduparakkal House,
Wandoor Post,
Malappuram District,
Kerala, India-679328.