

RESUME

MUHAMMED NASEEM N P

U A E

Sharjah

khorfakkan

Kabah

Po box no : 10856

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OBJECTIVE

- Looking for a challenging career with a leading organization where I can contribute my skills and improve my knowledge through hard work dedication and sincerity towards my job and to execute the responsibilities entrusted in me, to drive job satisfaction and for the growth of organization I work.

ACADEMIC PERFORMANCE :

Course	Board	Year
SSLC	Kerala Board Of Public Examination	2015
PLUS TWO	Kerala Board Of Higher Secondary Examination	2017
B.Com With Co-operation	University Of Calicut	2020

COMPUTER QUALIFICATION

CFT Accounting course completed under in certified finance technician

- International Association of Accounting professionals (IAAP)
- TEACHOO certificate
- Microsoft office specialist in Excel
- BYNCO Certificate

TECHNICAL SKILLS

- Working knowledge on MS-office 2013 (MS Excel, powerpoint, word, outlook)
- Tally ERP & PF/ESI (Group & Ledger, Accounting Voucher and Inventory. TDS, E-Filing of PF &ESI, Payroll processing through tally)
- GST

LANGUAGE KNOWN

Languages	Read	Write	Speak
Malayalam	✓	✓	✓
English	✓	✓	✓
Hindi	✓	✓	✓

PERSONAL DETAILS

Name : Muhammed Naseem N P

Date of Birth : 11-06-2000

Name of Father : Ayoob K

Gender : Male

Nationality : Indian

Marital Status : Unmarried

KEY RESPONSIBILITIES HANDLED

1. Ability to deal people diplomatically
2. Good management skills

DECLARATION

I hereby declare that all the details provided above are true to the best of my knowledge & belief.

Place :

Date :

Muhammed Naseem N P