



## MUNEEB K P

Email ID : kpmuneeb653@gmail.com

Mobile No.: +971- 52 413 0560  
+91- 9895 158 314

### PERSONAL DATA

Date of Birth : 18/01/1998  
Nationality : Indian  
Sex : Male  
Marital status : Single  
Religion : Muslim  
Passport No : S6736426  
Visa Status : Visit Visa  
(Expire on 18/02/2021)

### STRENGTHS/ SKILLS

- Strong inter-personal and communication skills.
- Ability to easily understand new concepts with minimum refractory time.
- Perseverance and Integrity to work
- Objectivity
- Innovative thinking
- Hard working
- Team facilitator

### LANGUAGES KNOWN

- English
- Malayalam

## CURRICULUM VITAE

Result-oriented, adaptable, self motivated personnel with strong interpersonal and communicative skills. An avid learner and a strong team player, with competitive oral and written communication skills.

Seeking a challenging position in a company that utilizes my potential to the fullest while offering an opportunity to further my career and thus contribute mutually to the benefit of the organization.

### EXPERIENCE

#### ➤ FUTURE 4 OTOCARE- KERALA

ACCOUNTANT Jan 2020- Oct 2020

#### ➤ N F EXPORTS – BANGALORE

ACCOUNTANT May 2019 – Jan. 2020

#### ➤ IA & T, KERALA

ACCOUNTANT TRAINEE July 2018 – Dec 2018

#### RESPONSIBILITIES:

- Responsible for preparation of financial statements
- Provides financial information to management by researching and analysing accounting data
- Preparing reporting.
- Providing financial control information by collecting, analysing and summarizing.
- Accounts to be maintained in books of Tally.

### ACADEMIC QUALIFICATION

COURSE	YEAR	INSTITUTION
B.COM	2015-2018	JAMIA HAMDARD UNIVERSITY DELHI

### TECHNICAL SKILLS

- TALLY
- MS WORD, EXCEL, POWERPOINT
- JAVA
- ACCOUNTING
- QUICK BOOKS
- RIYALO
- KTS

### DECLARATION

I hereby declare that the above furnished details by me are true and correct to the best of my knowledge and belief.

**MUNEEB K P**