

MUZAMMIL M

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Career Objective

To be part of an organization to harness all the skills and talents that I have acquired and developed over the years and put it into practice, for the development of organization and my professional career.

Profile Summary

- Experience in Accountant
- Certification courses on TALLY erp9.
- Diploma in Mechanical Engineering.
- Experience in Maruti Suzuki Indus Showroom
- Good communication skills, interpersonal skills, self-motivated, quick learner, team player.

Experience

1. Organization: Land Teak International LLC

Job: Accountant (Sep 2018- Oct 2020)

Location: Oman, Muscat

Roles and Responsibilities:

- Making payments and keeping the bills paid.
- Processing incoming payments.
- Make sure everyone gets paid.
- Preparing financial reports, Balance sheet.

2. Organization: Maruti Suzuki Indus Motors

Job: Service Advisor (Jun 2015-Aug 2017)

Location: Kollam, Kerala

Roles and Responsibilities:

- Communicates with clients about vehicle problems, insurance questions, and warranty issues
- Maintains positive relationship with clients to ensure repeat and return customers.
- Answer customer question about services, including when to expect vehicle repairs.
- Display extensive knowledge about product and services.
- Communicate with technicians about vehicle status, and ensures that vehicle will be ready for customer on time.
- Process customer payments.
- Demonstrate extensive knowledge of service department.

3. Organization: The Kerala Minerals and Metals Ltd

Job Title: In plant Trainee (Mechanical)

Location: Kollam, Kerala, India

Educational Qualification

- **Hifz ul Quran**
(Memorise The Holy Quran, Institution: Al Jawahir Islamic College, Sreekariyam, Year: 2010)
- **Diploma in Mechanical Engineering**
(TNDTE, Institute AMS Polytechnic College Chennai, Year 2015)

Certification

- **TALLY-GST**
(Certificate course in Accounting: Edix Education, Kollam)

Skills

- Knowledge in Tally Erp9
- Knowledge in Operating Machines
- Application Packages: Microsoft Office Applications (Outlook, Excel, Word, PowerPoint)
 - : Auto CAD
 - : CNC Programming, PLC

Personal data

Date of Birth : 03rd March 1994
Nationality : Indian
Religion : Islam
Languages known : English, Malayalam, Tamil, Hindi, Arabic.
Passport No. : T2051613 (Currently available in UAE).
Permanent Address : Noor Manzil, Pada-north, Karunagappally po, Kollam, Kerala.
References : To be provided on request.

Declaration

I hereby declare that all the statements made in the above resume are correct to the best of my knowledge and belief.

Yours Sincerely,
[MUZAMMIL M]