



MUHAMMED SAFVAN KP

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PERSONAL DATA

Nationality: Indian

DOB: 13 Mar 1996

Gender: Male

Marital Status: Single

Religion: Islam

Mother Tongue: Malayalam

Languages Known:

English (fluent),

Malayalam (fluent),

Hindi (fluent)

ADDRESS

Dubai - UAE

PASSPORT DETAILS

Passport No: **R3533412**

Passport Expiry: **30/08/2027**

Visa status: Visit Visa

CURRICULUM VITAE

Summary

To seek a dynamic and challenging career in an organization for making positive contribution towards the organization and to find an environment where I could materialize my professional knowledge and skill for mutual benefit of the organization and myself

Experience

- **Accountant and Business Administrator**
(2018 - 2021) Regal Signage City Malappuram, Kerala, India

Education

- **MBA - (2018-2021)**
Bharathiar University
(Distance Education)
- **B.COM – (2014-2017)**
Computer Application
Calicut University
- **Higher Secondary Examination (2012-2014)**
Melattur RMHSS, Malappuram, Kerala
- **SSLC (2011-2012)**
THSS Angadippuram, Kerala

Other Qualification

- **Post Graduate Diploma in Practical Accounting**
M/S Account Solution, Kerala - (2017)
Course Duration: 6 Months

Accounting Skills

- Manual Accounting
- Computerised Accounting (Tally ERP 9)
- Online and Offline Banking Transactions
- Accounts Auditing And Taxation
- MS Office & Excel

Personal Skills

- Communication Skills
- Team leadership
- Presentation Skills
- Research and strategy
- Interpersonal skills
- Service-focused
- Strong decision maker
- Complex problem solver

Project

• A STUDY ON THE EMPLOYEE SATISFACTION AT SILVER OIL MILLS, EPIKKAD

Job satisfaction is one of the major interests to the field of organizational behavior and the practice of HRM. It reflects employee's attitudes towards their job and commitment to an organization. Job satisfaction refers to one's feelings or state of mind regarding the nature of their work. It describes how content an individual is with his or her job.

Achievements

- Coordinated **Max Kidney Foundation** an initiative of Max club Alungal
- Coordinated **Max HongKong Cricket** an initiative of Max club Alungal
- Coordinated inauguration ceremony of **Beauty Silks** an initiative of Bog Ads.
- Coordinated **Drugs Free Campaign** conducted by **Kerala Police**

References

Mohammed Nasif VK

Managing Director

Regal Signage City

+91 9656723168

Declaration

I, hereby declare that the information furnished above is true and like to have an opportunity to work under one of the best platforms and learn as much as possible.