

MUHAMMED NOUFAL MP

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Email : noufalmeleparambil@gmail.com

PRESENT ADDRESS

SHARJAH, ROLLA UAE



CAREER OBJECTIVE:

Seeking a Job in an established organization where my theoretical knowledge can be applied into practice and perform my leadership skills through innovative ideas and communication

WORK EXPERIENCE:

- ✓ Two year experience as accountant cum cashier and billing staff at TAJ GRANATE AND MARBILES PVT LTD at Kerala, India

Duties and Responsibilities

- Obtaining deposits and balance of payment from clients
- Preparing weekly and monthly reports
- Generating leads
- Entering customer and account data from source documents within time limits
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

EDUCATION QUALIFICATIONS:

- ❖ B COM (Finance) : UNIVERSITY OF CALICUT
- ❖ PLUS TWO : (Commerce) Kerala Board of HSE
- ❖ SSLC : KERALA PUBLIC EXAMINATION

TECHNICAL QUALIFICATION

- ❖ SCAM (Scholar in corporate Accounts Management)

COMPUTER AWARENESS

- ❖ Well Versed With Microsoft Office.(MS Word ,MS Excel, MS PowerPoint)
- ❖ TALLY ERP 09
- ❖ Typing

PASSPORT DETAILS

Passport No. : U9054170
Date of Issue : 27/01/2021
Date of Expiry : 26/01/2031
Place of Issue : Kozhikode
Visa status : Visiting Visa
Visa exp date : March 5th

PERSONAL DETAILS:

Father's Name : Mohammed MP
Date of Birth : 19/11/1998
Gender : Male
Nationality : Indian
Religion : Muslim
Marital status : Single

Languages Known:

- ✓ Malayalam
- ✓ English
- ✓ Arabic

DECLARATION

I hereby declare that above mentioned are true and correct to the best of my knowledge and belief.

Place :

Date :

MUHAMMED NOUFAL MP