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DIP, Dubai United Arab Emirates

## AREAS OF EXPERTISE

Accounting Softwares

Maintaining Daily transactions

Customer Satisfaction

Expert in ERP Softwares

Balance Sheet Creation

Innovative Ideas

Operational efficiencies & improvement

Staff leadership & team-working motivation

## LANGUAGE

English, Malayalam, Hindi & Tamil  
*Native or Bilingual Proficiency*

## PERSONAL DATA

Nationality : Indian

Marital Status : Single

Passport No. : M4622467

Birthday : Nov 10, 1994

Visa status : Visit visa

# MUHAMMED SAVAD M

To grow as an effective professional and drive the organizations in a manner which will help the organization to move towards the higher targets as well as help myself to strengthen my job competency and growth within the company

## EDUCATION

▪ **B COM (Calicut university)**

Certification – 2012 – 2015

▪ **Commerce (2010-2012)**

▪ *PlusTwo-BoardofExamination Kerala*

▪ *SSLC-Board of Examination India*

## EMPLOYMENT

**Organization** : Sana Super Market

**Duration** : 3 Year

**Designation** : Salesman

- Meeting monthly target assigned by Super Market.
- Promoting the products to customers.
- Leading other staffs by assigning duties to them.
- Making offer prices to increase the sales.
- Reporting nonmoving items to respective departments.
- Confirmation of cash payment from customers.

**Organization** : Oppo (Iham Digital Calicut)

**Duration** : 1 Year

**Designation** : Promoter

- Promoting products and introducing it to the consumers
- Dealing with consumer electronics
- Achieving monthly target.
- Reporting nonmoving items to the company

**Organization** : Al Riya Fancy and Footwear, Kozhikode

**Duration** : 1 Year

**Designation** : Accountant

- Recording Daily transactions.
- Maintenance of cash and collection of cash.
- Responsible for Financial statement preparing, general ledger, accounts receivable, accounts payable, banking and cash management

## COMPUTER SKILLS

- Tally ERP 9
- Microsoft Word, Excel, PowerPoint.
- Peachtree.
- Quick Book

## TECHNICAL QUALIFICATION

- DIFA (Diploma in Indian & Foreign Accounting)

## SKILLS & COMPETENCIES

- Strong communication skills (both written & oral in English, Malayalam, Hindi, Tamil and moderate knowledge in Arabic.
- Self-Motivated, Enthusiastic and Hard working.
- Decision making and problem solving skill.
- Dedicated and Ambitious.
- Well versed with interest research method.