

CURRICULUM VITAE

Accountant/Accounts

Assistant/Administration/Office Secretary

MUHAMMED SALMAN.VS

Thrissur

Kerala-India

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Mobile: +971505056746



Objective:

To be integrated to an organization that will provide me career advancement and personal growth wherein I can positively contribute more and more for the progress of the organization utilizing my various skills and knowledge.

Work Experience:

Industry: FAIHAS Wedding Mall (March 2020-January-2021)

Designation: Accountant

Duties and Responsibilities:

As an Accountant In This Company I performed All Type of Works like Asking Quotation from Suppliers, Making Quotation to Clients, and Sending LPO to Suppliers and Purchase. Preparing both Purchase And Sales Invoices, Follow Up For Payment Etc. I was responsible For Preparing Statements of Account And to the clients For Payment Same time Requesting Supplier Statement to Match Our Statement To Prepare Their Payment

Technical Profile:

Course/ Training	Duration	Institute	Proficient with
Certificate Course in Advanced Excel(CCAE)	6 Months	G-Tec Computer Education	Advanced Excel Version &M.S Office
GCC VAT Using Tally And Securing Grade A	6Months	G-Tec Computer Education	Tally With GCC VAT
Certificate Course In Quick book	6Months	G-Tec Computer Education	Quick Book

Languages Known:

Language	Reading	Speaking	Writing
English	Excellent	Excellent	Excellent
Arabic	Excellent	Little	Excellent
Hindi	Excellent	Average	Excellent
Malayalam	Excellent	Excellent	Excellent
Tamil	Little	Average	Little

Academic Profile:

Course	Centre	Year
B.com	Calicut University	2017-2020
Higher Secondary Education	Board Of Higher Secondary Examination Kerala	2013-2015
Secondary Education	Board of General Education Department Kerala	2013

Personnel Qualities:

- Honest , trustworthy and respectful
- Quick learning and adaptability
- Flexible, optimistic and confident
- Demonstrate sound work ethics and team player
- Maintain strict confidentiality
- Creative thinking and decision making capacity
- Effective oral and verbal communication skills
- Strong interpersonal and Organizational skill
- Leader Ship Qualities

Skills and Abilities:

- Experienced in Automatic Office Administration
- Efficient at computer operation (Word, Excel, Power point, Outlook & Internet Surfing)
- Proficient at accounting and Secretarial Works
- Problem analysis and problem-solving skills
- Critical thinking.

Personal Data:

Date of Birth : 23 Dec 1997
Nationality : Indian
Marital status : Single
Religion : Islam

Passport Details:

Pass Port No: U5181541
Issued on: 11-02-2020
Pass Port Expiry Date: 10-05-2030
Visa Status: ON VISIT,Until Jan 13-2022

Current Address:

Al khail Gate
Al Qouz
Block -1-2B
Room No.301
DUBAI-UAE
PH:+971 505056746

I hereby declare that all statements furnished above are true and correct to my knowledge and belief.

Muhammed Salman VS
Dubai