

Mohammed Thameem .K.P

Mobile: +971 567946502

Email: kpthameempang@gmail.com

Passport No : S8925268



Profile: Qualified ***Accountant, & purchase Coordinator*** with remarkable experience in them.

Objective: Seeking a challenging position in reputed organization where my skills can be fully utilized and do hard work for gaining new experience and knowledge and thus to make significant contributions in an organization.

Expertise:

- ❖ Accounting
- ❖ Typing
- ❖ Team work
- ❖ Dispatch and inventory managing
- ❖ Leadership
- ❖ Communication

Qualifications:

- B.com (bachelor of commerce)
- Diploma in Indian and Gulf accounting
- Diploma in Hardware
- Data Entry Certificate with first class

Experience:

Accountant in SILVAN Tiles Gallery Valanchery (3 years)

- Accounts payable.
- Account receivables
- Bank reconciliation
- Payroll
- Purchase coordination
- Stock transfer
- Internal stock auditing
- Dispatch control

IT Skills:

- Competent in MS Office (Word, Excel, PowerPoint, Outlook etc.)
- Proficient in Graphic Design Packages like Photoshop.
- Computer Assembling
- DTP in English, Malayalam, Arabic etc.
- Mailing and searching

Other Skills:

- SALES OF INDUSTRIAL THINGS
- Good Administrative Skills and Strong Will Power with Self Confidence.
- Excellent Customer Service & Communication Skills.
- Collaboration and communication with public and authorities.
- Team Player with Leadership Qualities.

Special Interests:

Reading, traveling, driving and sports (football playing).

Language Known :

- English
- Malayalam
- Hindi
- Arabic

Personal Details:

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|----------------|------------------------------|
| Name | : Mohammed Thameem K.P |
| Date of Birth | : 02/12/1998 |
| Father's Name | : Abdul Hakkeem Musliyar K.P |
| Nationality | : Indian |
| Sex | : Male |
| Religion | : Islam |
| Marital Status | : single |
| Passport No | : S8925268 |
| State | : Kerala |
| Mobile Number | : +971 567946502 |