



# NUFAIL K

## CONTACT



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Al Zahara  
Sanayya, Ajman  
U A E

DOB : 05-05-1998

Nationality : Indian

## SKILLS

- Microsoft office
- Google Docs
- Tally ERP
- QuickBooks
- Sage 50
- SAP Business One
- Book keeping

## ABOUT ME

Store admin cum Accountant with 2 year of experience in administration and accounting process, offering wealth of expertise in interacting with office staff and customers, data entry and Accounting systems, Hardworking educated and willing to go extra mile to complete book keeping team tasks. Advanced skill level in Microsoft office, Day to day activities and Book keeping.

## EDUCATION

### MASTER OF COMMERCE

2019-2021

ANNAMALAI UNIVERSITY (RESULT AWAITING)

### P G DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

2019

IPA

### BACHELOR OF COMMERCE

2016-2019

UNIVERSITY OF CALICUT

## EXPERIENCE

### VIJAY TRADERS :

2019-2021

#### STORE ADMINISTRATOR CUM ACCOUNTANT

- . GENERAL OFFICE DUTIES
- . SALES OF GOODS
- . BILLING
- . CUSTOMER SUPPORT
- . KEEPING ACCOUNT BOOKS AND SYSTEMS UP TO DATE
- . SUPERVISING STAFF

## LANGUAGE SKILLS

MOTHER TONGUE(S): MALAYALAM

OTHER LANGUAGE(S):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	✓	✓	✓	✓	✓
HINDI	✓	✓	✓	✓	✓
ARABIC		✓			✓
TAMIL	✓		✓	✓	