

## COVER LETTER

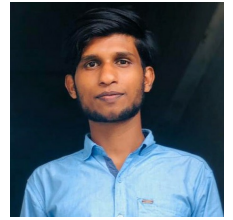
Dear Mr./Ms.

Having worked within the industry for over 1 year, I have developed a wide range of skills that would meet, and exceed the expectations for the role. During my career I have had many achievements, including experienced in billing and accounts maintain. I am currently employed and would relish the opportunity to immediately bring this level of success to your company. If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via  
mobile number : 9656928382  
email address. : mubaris8382@gmail.com  
I look forward to hearing from you soon.

Sincerely,  
Muhammed Mubaris M  
Moozhikkal (house)  
Nooramthode (po)  
Chippilithode  
Kozhikode  
Kerala

09-03-2020

# MUHAMMED MUBARIS M



Moozhikkal (house)  
Nooramthode (po)  
Chippilithode  
adivaram, kozhikode, india  
D.O.B : 28-09-1997  
Marital Status : Single  
Email : mubaris8382@gmail.com  
Mobile: 9656928382

## OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## EDUCATION

### SSLC

institute : St.antony's high school kannoth  
Year of Passing : 2013  
Percentage : 59%

### HIGHER SECONDARY

institute : Holy family hss kattipara  
Year of Passing : 2015  
Percentage : 62%

### TALLY ERP9

institute : G.tec computer education  
Year of Passing : 2019  
Percentage : 70%

## WORK EXPERIENCE

- \* Worked as Billing and accounts maintain in GRANITE BUILDING STONE QUARY from 21-04-2018 to Continue.  
Role: billing and accounts

## LANGUAGES

malayalam  
English

## SKILLS

active listening

interpersonal communication

critical thinking

decision making

## ACHIEVEMENTS

Trained in accounting

experienced in billing

## DECLARATION

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date: 09-03-2020

Place: Chiplilithode