

Akhil Rasheed

Objective

To become an energetic and self-motivated Professional by contributing my services constantly and developing my potential best to meet the standards set by the organization.

Experience

- 08/2018–07/2019
- **Junior Accountant** - Accounts handling, Bookkeeping
Chinnu Agencies, Kollam, Kerala, India
- 09/2019–08/2021
- **Admin Assistant**- Filing Records, Schedule meetings, Prepare Reports
Hycount Plastics and Chemicals, Kollam, Kerala, India
- 11/2021-Current Working
- **Security Officer** – Access Card Management, Reports managing, Security Reception Management
Moro hub Data Integrated Solutions, Marina, Dubai

Education

Bachelor of Commerce Graduation (BCOM) From Kerala University (2015- 2018)

Computer Qualification

- DOA (Diploma in Office Automation, MS Office)
- Tally

Personal Information

Visa status	:	Employment
Expiry	:	14/11/2024
Date Of Birth	:	16/07/1996
Nationality	:	Indian



Residential Address

JB09, Mina Jabel Ali
South, Dubai



0529416928



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Languages Spoken

- English -Fluent
- Malayalam-Fluent
- Hindi-Beginner

Personal Strength

Optimism, leadership skill, self-confidence, communication skills, interpersonal skills, hardworking, selling skills

Declaration

I hereby declared that all the statements made in this curriculum vitae are true to the best of my knowledge and belief.

Akhil Rasheed
Place: Dubai