



BAZIL.P.B

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Address :

S/o. Basheer
Palliyarakkal House,
Othaloor west Post
Malappuram Dt, Pin-679591

Personal Profile:

Date of Birth : 20.01.1995
Gender : Male
Religion : Islam
Nationality : Indian
Marital Status : Single

Strengths

- Desire for Self Improvement
- Team work
- Hard working
- Positive thinker

Linguistic Abilities:

- English
- Hindi
- Malayalam

RESUME

OBJECTIVE

To build up a successful career with some meaningful achievements by taking up challenging task and executing with dignity and sincerity in an institution which provides a friendly atmosphere for career growth and recognition.

SKILLS:-

- ✓ Very Energetic result oriented and organized
- ✓ Efficient and well behaved person
- ✓ Extremely hardworking self-motivated and able to work independently in a team environment under supervision
- ✓ Keep excellent inter personal relations with colleagues and ready to help them

EDUCATION QUALIFICATION :

- **B.com – Finance**
Calicut University
- **IATA (Canada university)and International Millennium tourism off** (open university Malaysia)
- **Higher secondary – (Commerce)**
HSC
- **10th –(CBSC)**

COMPUTER SKILLS

- Tally ERP 9
- Word, Excel
- MS office

PROFESSIONAL EXPERIENCE (UAE Experience)

- **2 years Experience as an Accountant in Media Pro International LLC. at Dubai-UAE.**

Duties and Responsibilities

- Preparing daily cash flow sheets, Receipts and payment vouchers.
- Checking and confirmation of receivables and payables account.
- Handling of petty cash transactions.
- Reconcile bank account
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.
- Maintain customer confidence and protects operations by keeping financial information confidential.

- **One year experience as a SALES MANAGER in Online Communication Malappuram, India.**

Duties and Responsibilities

- Build and promote strong long lasting customer relationships
- by partnering with them and understanding their needs.
- Sale Summery Identify emerging markets and market shifts while being fully aware of new products and competition status
- Managing colleagues and work loads

PASSPORT DETAILS

Passport No : M0784224
Date of issue : 08.08.2014
Date of expiry: 07.08.2024
Place of issue : Malappuram
Visa status : Visit Visa

DECLARATION

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and believe.

Place : Dubai

Date :

Yours Sincerely,

BAZIL.P.B