



# MUHAMMED.K

## CONTACT

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Location;Dubai | UAE

Visa Status : On Visit  
Passport Number: R5532732

## PROFESSIONAL SKILLS

MS Office  
Data entry operations  
It support  
Operating system  
Configuring computers  
Basic programming  
Hardware  
Software  
Documentation

## PERSONAL SKILLS

Creative spirit  
Reliable and professional  
Organized  
Time management  
Team player  
Fast learner

## LANGUAGES KNOWN

English  
Malayalam  
Hindi  
Tamil

## OBJECTIVE

Seeking a position where my acquired knowledge can be shared and enriched, a job where I can utilize my skills and expertise to the optimum towards achieving the organizations goal `while contributing to its growth and development.

## WORK EXPERIENCE

### ACCOUNTS ASSISTANT

Pcb's trading llp (calicut-india)| Feb 2021 - Sep 2021

- Tallying of daily cash transactions and reconciliation.
- Effectively handling customers in order to ensure brand loyalty.
- Cheque depositing in the bank.
- Approving online payments for purchasing.
- Tele-communicating with customers for balance confirmation.
- Hands on experience in working with Bank Transfers and Credit Card payments.
- Efficiently managing relations with regular customers by updating them with latest product and offers.
- Proven decision making skills in day to day operations.

## EDUCATION

BACHELOR OF TECHNOLOGY IN EEE

Prist University | 2016 - 2020  
GPA 7.3

BACHELOR IN BUSINESS ADMINISTRATION (DISTANCE)  
Bharathiar University | Pursuing

## AWARDS

FIRST CLASS  
Electrical and electronics | 2020

BEST INTERN  
Keltron calicut , Jan 2018