

YOUNUS PK



Personal Information

DOB : 24/01/1994
Nationality : Indian
Marital Status : Married

Passport Information

Passport No. : R5027758
Issue Date : 14-11-2017
Expiry Date : 13-11-2027
Places of Issue : Malappuram

Visa Status

Visa Status : Visiting Visa
Valid Expiry : 31/12/2020

Languages Known

- ❖ English – Excellent
- ❖ Malayalam – Excellent
- ❖ Tamil – Good
- ❖ Hindi – Good

Key Skills

- ❖ Tally Erp
- ❖ Ms Word
- ❖ Ms Excel
- ❖ Quick Book
- ❖ Peach Tree

ACCOUNTS & ADMINISTRATION

Address: **Abu Dhabi, UAE**
Mobile: **+9710504968985**
Email : younuspk25@gmail.com

CAREER OBJECTIVE

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards the growth of the organization and gain satisfaction thereof.

WORK EXPERIENCE

DESIGNATION: ASSISTANT ACCOUNTANT

- Working as an **Assistant Accountant** in **AL KHAYAM BAKERY & SWEETS L.L.C, Abu Dhabi – U.A.E**

DESIGNATION: ACCOUNTANT CUM ADMINISTRATIVE ASSISTANT

- Worked as an **Accountant cum Administrative Assistant** in **THEYYAMPATTIL JEWELLERY – 5 YEARS**

DUTIES AND RESPONSIBILITIES:

- ❖ Maintenance of Day to Day Account entries.
- ❖ Assist with the preparation of financial statements.
- ❖ Maintained and verified accuracy of accounts payables and receivables.
- ❖ Analyze and reconcile customer, bank statements and general ledgers.
- ❖ Generated Inventory Reports.
- ❖ Receiving and processing all invoices, expense forms and requests for payments.
- ❖ Handling petty cash, preparing bills and receipts.
- ❖ Answer and direct phone calls
- ❖ Maintain contact lists of Customers and Vendors
- ❖ Produce and distribute correspondence memos, letters, faxes and forms
- ❖ Provide information by answering questions and requests.
- ❖ Organize and schedule meetings and appointments and travel arrangements for managers.
- ❖ Write letters and emails on behalf of other office staff.
- ❖ Handle sensitive information in a confidential manner.
- ❖ Take accurate minutes of meetings.
- ❖ Coordinate office procedures.
- ❖ Reply to email, telephone or face to face enquiries.

Personal Skills

- ❖ Teamwork
- ❖ Time management
- ❖ Leadership skills
- ❖ Flexibility
- ❖ Problem-Solving Skills
- ❖ Able to handle pressure
- ❖ Professional and Confident
- ❖ Communication and Interpersonal skills

Permanent Address

Younus PK
Pevumkattil House
Malappuram
Kerala, India

ACADEMIC QUALIFICATIONS

- ❖ **Master of Commerce (M. Com)** from University of Mahatma Gandhi (2018) - (Waiting for Result). Specialised in **Finance**
- ❖ **Bachelor of Commerce (Co-Operation)** from University of Calicut (2014).
- ❖ **Higher Secondary** from Govt Vocational Higher Secondary School-Malappuram, Kerala.
- ❖ **SSLC** from Govt Vocational Higher Secondary School-Malappuram, Kerala.

CERTIFICATIONS

- ❖ DCFA from SSM Polytechnic Tirur, Kerala. (**EXCEL, TALLY, QUICK BOOKS, PEACHTREE**)
- ❖ ADVANCECEL EXCEL PARTICIPATION CERTIFICATE (2016)

SOFTWARE PROFICIENCY

- ❖ Proficient knowledge in MS Office.
- ❖ Advanced knowledge of Accounting Package **Tally Erp.**
- ❖ Advanced knowledge in **Peach Tree** and **Quick book.**

OTHER ACTIVITIES AND INTERESTS

- ❖ Volunteer work and community service.
- ❖ Participation in sports (Cricket, Football, And Volleyball).
- ❖ Participation in blood donation activities.
- ❖ Participation in outdoor activities (Rock climbing, Hiking and Camping and Swimming)

Declaration

I hereby declare that the above information is correct to the best of my knowledge and belief.

YOUNUS PK