



# AHAMMED KHULIFE.P

+971 504705509

ahammedkhulife@gmail.com Ras Al Khor, Dubai, U.A.E

## ACADEMIC CREDENTIALS

- **PG DIPLOMA IN BUSINESS MANAGEMENT & ADMINISTRATION-2010**  
ISBM, Mumbai, India
- **BACHELOR OF COMMERCE-2007**  
Calicut University, India

## DRIVING LICENSE

**LIGHT MOTOR VEHICLE (AUTO)-UAE**

## COMPUTER PROFICIENCY

MS office	★★★★★
SAP	★★★★
Oracle Net Suite	★★★★
Tally	★★★★

## LANGUAGES KNOWN

English	<div></div>	85 %
Hindi	<div></div>	90%
Malayalam	<div></div>	100 %
Tamil	<div></div>	85 %

## VISA DETAILS

Visa Status : Employment  
Date of Expiry : 13/11/2022

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Team Work	Administrative skills	Professional and calm demeanor		
Organization skills		Time Management		Interpersonal ability
Detail Oriented	Adaptability	Hardworkin	Empathy	Analytic Skills

## EMPLOYMENT CHRONICLE

- ❖ **ACCOUNTANT** | Oct 2019 – Present  
FRESH FRUITS COMPANY FZCO. DUBAI.
- ❖ **ACCOUNTANT/ADMIN/INVENTORY** | Mar 2018 –Aug 2019  
PBI CONSTRUCTIONS.MANGALORE,INDIA.
- ❖ **SALES COORDINATOR/ACCOUNTS ASSISTANT/ CASHIER**  
| May 2013 – Feb 2018  
AL JALEEB TRADING CO. LLC. DUBAI  
(UNIT OF JALEEL HOLDINGS)
- ❖ **ACCOUNTS ASSISTANT/INVENTORY/CASHIER**  
Mar 2011 – Feb 2012  
MADHYAMAM DAILY NEWS PAPER, KERALA, INDIA

## Key Responsibilities

- Cross verifying the cash scroll.
- Posting purchase invoices.
- Preparing Monthly Purchase report
- Preparing Bank reconciliation statement.
- Preparing petty cash report.
- Cross checking the Bank details.
- Preparing cash book.
- Preparing day book.
- Preparing Daily Stock Statement
- Preparing staff payroll statement
- Preparing labor wages list

## PASSPORT DETAILS

Passport No : P 2043165  
Date of Issue : 24/08/2016  
Date of Expiry : 23/08/2026  
Place of Issue : DUBAI

## INTERESTS



Music



Travelling



Friendship



Cricket



Football

## REFERENCE

- Available upon request

- *Maintaining vehicle diesel consumption list*
- *Tracking purchase orders to ensure that they are scheduled and sent out on time.*
- *Effectively communicating with customers in a professional and friendly manner.*
- *Ordering and ensuring the delivery of goods to store*
- *Ensuring that staff uniforms and personal appearance are always clean and professional.*
- *Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.*
- *Completing the administrative needs of the store Department.*
- *Making follow-up calls to confirm purchase orders or delivery dates.*
- *Responding to purchase queries via phone, e-mail and in writing.*
- *Accurately analyzing and assessing statistical data.*
- *Issuing work orders to sub-contractors and labor contractors*
- *Preparing and issuing quotation for materials*
- *Issuing letters to airport authority for work approval.*

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client-focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Male  
Date of Birth : 20/05/1986  
Nationality : Indian  
Marital Status : Married

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

**AHAMMED KHULIFE P**