

AHAMMED KHULIFE.P

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ACADEMIC CREDENTIALS

- PG DIPLOMA IN BUSINESS
 MANAGEMENT
 &ADMINISTRATION-2010

 ISBM, Mumbai, India
- BACHELOR OF COMMERCE 2007
 Calicut University, India

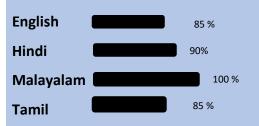
DRIVING LICENSE

LIGHT MOTOR VEHICLE (AUTO)-UAE

COMPUTER PROFICIENCY

MS office $\star \star \star \star \star$ SAP $\star \star \star \star$ Oracle Net Suite $\star \star \star \star$ Tally $\star \star \star \star$

LANGUAGES KNOWN



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





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