

MOHAMMED ASIF

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Dubai, UAE.



Career Objective

To obtain an entry level position in a reputed organization that provides a learning environment to enhance my skills towards the attainment of the organization growth and self , like a challenging career and group work

Skills and Strengths

- Excellent verbal and written communication skills.
- Excellent rapport builder and diplomatic in nature.
- Highly committed and self-confident with outstanding soft skills.
- Pleasant with Positive attitude towards work and having willingness to learn and adapt.
- Ability to work in a team and even to handle the team with exceptional motivational skills.

Areas of Interest

- Accounts
- Administration.
- Purchase coordinator.
- Shipping &Logistics.
- Backend Developer. (Risk management)
- Relationship Management.
- Banking Operation

Work Experience

- Worked as assistant manager in Lords International- Kerala -from December 2019 to March 2021 (Importers, exporters and commission agents)

Academic Profile

- **Bcom with Co-operation Kerala University (doing)**
- **Higher Secondary Science ,2016 from MSM HSS Kollam Kerala.**
- **Schooling 2014 from Trinity Lyceum Kollam Kerala**

Job Responsibility

- Day today financial transaction follow up
- Accounts data entry.
- Bank reconciliation
- Payment follow up
- PDC control
- Cash flow and fund flow management
- Office administration.
- Updating of all documents and follow up.

Achievements, Honors and Awards

- Received Best Employee Award for the month of April 2017
- Received Champion Team award for the year of 2017
- Stood first in the College for Best coding in 2014.

Technical Skills

- Expert Knowledge in computer related operations.
- MS- Office, Word, Excel, PowerPoint.
- Utilization of Internet Procuring Information& E-mail handling.
- Accounts and Data Management.
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Languages

English – Fluent, Hindi – Fluent, Tamil – Native Malayalam

Personal profile

Date of Birth	30/05/1997
Marital Status	Single
Nationality	Indian
Passport No	T2036621 valid up to 17/04/2029
Visa status	Visit Visa
Permanent Address	Puthen Veedu Cantonment south Kollam-691001 Kerala India.

DECLARATION:

I hereby declared that the above details are stated and authentic to the Best of my knowledge.

Date:
Place: Dubai, UAE

MOHAMMED ASIF