



**Mob: 0566 370068**  
**+919061939398 (India)**  
**noufel.kp44@gmail.com**

### PERSONAL PROFILE

Date of birth : 28 May 1988

Gender : Male

Place of birth : Kerala

Father's name : Hassainar

Mother's name : Fathima

Marital status : Married

Passport No : T0199828

Date of issue : 23/01/2019

Date of expiry : 22/01/2029

### Visa status

**Visit Visa**

### Languages:

English: Speak, read, write

Hindi : Speak, read, write

Malayalam : Speak, read, write

Arabic : Speak, read, write(origin)

### Driving License

**UAE, India**

Place of issue : Abu Dhabi

Validity :  
29/10/2013 to 28/10/2023  
familiar with roots in UAE  
especially ABU DHABI

## **NOUFEL K P**

### **CAREER SUMMARY**

*To take a major leap in my career. Be able to prove myself to the Company and to the management who will put their trust in me. To show what I can contribute to its progress. I am very much willing to adopt and learn the Company's system and techniques that I may be required to perform.*

### **EDUCATIONAL QUALIFICATIONS**

- Three Years Bachelor Degree in English Language and Literature in University Of Calicut of India
- Higher Secondary Education Kerala, India.
- Secondary Education from Kerala, India.

### **PROFESSIONAL QUALIFICATIONS**

- Diploma in Indian and Foreign Accounting
- Diploma in Computer Application

### **WORK EXPERIENCE**

#### ➤ Popular Hotel and Catering and Services ,India

Period : Dec 2018 to October 2021

Position : Hotel and catering managing in charge

#### ➤ Tampa properties L L C- Abu Dhabi-UAE

Period : May 2014 to September 2018

Position : Property Coordinator with Accountant & Administrative Assistant

#### ➤ PVT. Office Of H.H. Sheikh Mohammed Bin Khalifa Bin Zayed Al Nahyan

Period : July 2013 to January 2014

Position : Office Assistant

#### ➤ Projects Development Company-Abu Dhabi-UAE

Temporary

Period : January to March 2013

Position : Office Assistant

#### ➤ Limitless information technology in Abu Dhabi-UAE

Temporary

Period : April to June 2013

Position : office assistant cum messenger

#### ➤ Skymo Industry in India

Period : October 2010- April 2012

Position : Accountant

## **Computer Knowledge**

- ☞ Windows 2007
- ☞ Microsoft Word 2007
- ☞ Microsoft Excel 2007
- ☞ Microsoft Power point 2007
- ☞ Oracle , Visual Basic
- ☞ Email / Internet
- ☞ Adobe Photoshop

## **Specialized**

- \*MS office
- \* TALLY 7.2
- \* DAC-EASY
- \*PEACHTREE
- \*TATA EX-NGN
- \*I TRADE SOFTWARE
- \*EXEL ACCOUNTING SOFTWARE

## **DUTIES AND RESPONSIBILITIES**

- Answering phone calls and Customer's inquiry
- Collection for documents by tenant, and verifying document ,
- Make a Municipality online tenancy contract and normal contract,
- Check contact expiry date, preparing renewal processing ,
- Arranging the site view , Rent negotiation & preparation offer letter ,
- Data entry Registration ,Data keeping
- Preparing the renewal notice, Checking vacate flat inspection,
- File and maintain all necessary documents for the office,
- Assist to coordinate with properties sales and leasing team,
- Tenant documents controller, Renew tenancy contract ,
- Uploading properties picture in to site dubzzile.....etc
- Take, submit & collect all necessary documentation in order to organize all Employee official paperwork
- Arrange medical tests, passports, memos, promotional draws and fine resolution.
- Prepare Purchase Order for all the furniture items.
- Preparing Quotations and introducing new products to Clients.
- Filling and sorting all the important documents.
- PRO works maintains
- Assist with accounts year end closing
- Prepare journal entries , Complete general ledger operations
- Maintain and control petty cash
- Collection for cash and check, Preparing Cheques
- Prepare invoice , receipt and payment vouchers
- Preparing the Payroll of the employees,
- Keep track of collection ,posting and depositing of PDC on due dates
- Maintain all accounting Transaction ,
- Bank transaction[Deposit and withdrawal,
- Bank Reconciliation, cross checking for account,
- Check and confirm all the Invoices against PO and release payment
- Communicates and coordinates with the bank regarding the time deposit placement and loan application of the company.
- Preparing accounts and tax returns,
- Make Statements for Building ,
- Collecting orders of food items for party
- Managing hotel and employees ,purchase of foods goods
- Handling customer problems and solving ,

## **DECLARATION**

**I hereby declared that all statements in this resume are true, complete and correct to the best of knowledge and belief.**

**NOUFEL K P**

