

# AJMAL SHARAF

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Ajmal Sharaf  
Shebina Manzil  
Thykkavil  
Pathanamthitta P.O  
Kerala 689645  
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ajmalsharaf1996@gmail.com

Dear Sir

Re: Supervisor,Assistant Accountant,Salesman

*I am applying for various job vacancy on your Company.*

I would like to introduce myself as a candidate for any job vacancy in your company. I have more than 3 years of experience in various fields. I believe I am well qualified to meet the needs of your company. I am confident that my hands on administrative, strategic and leadership skills will help to improve productivity and efficiency.

As an experienced assistant accountant with strong communication and training skills, I am confident that I would be able to make a positive contribution to your company. My experience has allowed me to put my coordinating and leadership skills to work and I would love to apply them in your company. Through my previous positions I have sharpened my leadership, communication, problem solving and administrative skills.

## Experience

- 2 years of experience as Assistant Accountant at Studio F3 Architects ,Kerala,India.
- 6 Month of experience as Restaurant Manager at Green Mango Restaurant, Al Qusais, Dubai.
- 1 years of experience as Salesman at Indus Motor, Kerala, India

## Technical Skills

- Microsoft Excel
- Microsoft Word
- Tally Erp9

*Please find my resume attached for your further reference. I look forward to having the opportunity to discuss my application further and am available for an interview any time. Thank you for your time and consideration of my application.*

*Kind Regards,*

**Ajmal Sharaf**

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689645  
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## OBJECTIVE

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To start a management career by joining a well settled and highly professional organization that provides good career advancement through large efforts and innovative work techniques and to be responsible person in executing the job assigned to me and to lead the team in a prosperous way, also to cultivate good relationships.

## SUMMARY

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Diploma in Computerized Financial Accounting  
Completed the BA Economics

## PROFISSIONAL EXPERIENCE

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- 2 years of experience as Assistant Accountant at Studio F3 Architects ,Kerala,India.
- 6 Month of experience as Restaurant Manager at Green Mango Restaurant,Al Qusais,Dubai.
- 1 years of experience as Salesman at Indus Motor,Kerala,India

## ACADEMIC QUALIFICATION

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Course	University/Board	Institution	Year
Diploma in Computerized Financial Accounting (DCFA)	STED Council	Innovative Institution Of Professional Studies	2017
Bachelor of Arts in Economics	Mahathma Gandhi University	Catholicate College,Pathanamthitta	2017
Twelfth	Kerala Board. Kerala, India	Government Higher Secondary School Pathanamthitta	2014
Tenth	Kerala Board. Kerala, India	Government Higher Secondary School Pathanamthitta	2012

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## PRIMARY SKILL SET

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- ✔ Explosive coordinator and Good Leadership qualities
- ✔ Good influencing skill
- ✔ Good in office management.
- ✔ Good in decision making.

## ACADEMIC PROFICIENCY

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- ✔ Microsoft Excel
- ✔ Microsoft Word
- ✔ Tally Erp9

## SELF STRENGTH

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- Quick learner and work well as a Team.
- Ability to work under stress, Confident, Persuasive.
- Speed and ability to quickly adopt change.
- Ability to move socially, flexible and self-motivated, good negotiation.

## PERSONAL DETAILS

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Date of Birth	: 13-03-1997
Gender	: Male
Marital Status	: Married
Father's Name	: Sharafudeen S
Religion& Caste	: Islam, Muslim
Languages Known	: English, Hindi ,Malayalam and Tamil
Nationality	: Indian

### Passport Details

Passport No	: N 5742142
Issue date / Exp Date	: 30/12/2015 - 29/12/2025
Place of Issue	: Trivandrum

## DECLARATION

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I Reaffirm That The Information Furnished In This Document Are True And Many Thanks For Your Valuable Time Given To My CV. I Look Forward To Seeing You Soon.  
Awaiting Your Favorable Reply...

Date:  
Place:

AJMAL SHARAF