



CONTACT:

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Dubai, UAE

LANGUAGE KNOWN

ENGLISH

HINDI

MALAYALAM

FARSI AND ARABIC

SKILLS

- ⊙ Good communication skills
- ⊙ Flexible and Adaptable to changes
- ⊙ Highly Organized and Accurate
- ⊙ Quick learner
- ⊙ Responsible
- ⊙ Focused
- ⊙ Goal achiever
- ⊙ Ability to handle pressure and meet deadlines
- ⊙ Teamwork skills
- ⊙ Men Management

AHAMMAD KABEER

CAREER OBJECTIVE

Recently I was worked in wholesale company in dubai as Accounting Manager. I start my carrier in UAE at 2007 as accountant cum office boy. I am trustful person that's why become the manager for our company Dubai .

EDUCATIONAL QUALIFICATION

- (computer application) Advanced account
calicut University, Kerala, India 2004-2007
- Passed Higher Secondary Education (Commerce stream)
Kerala syllabus 2007-2009
- Ssi ADVANCED Application program 2008-2009
- EDIT COMPUTER Certified accountant in computerised financial accounting
(Tally,peachtree,DacEasy,EXCEL) Kerala, India 2009-2011

PROFESSIONAL EXPERIENCE

- ACCOUNTING MANAGER 2011-2017
MANSOUR AND PHONES LLC,dubai, UAE
- Accountant cum Sales man 2017-2019
MY PERFUME LLC ABUDABI

PROJECT WORK

- "A Study On The Organisational Behaviour" Of Southern Clay And Minarals
- club vice participate many socail activities

JOB DESCRIPTION

- Preparing selling price for prodict
- preparing Quotation,Delivery notes and invoice
- Handling petticash and bank reconsilaisation
- Calculating Monthly Income And Expenditure Account & payroll
- preparing account payable for cash/cheque voicher sheduling and report
- preparing split sales and stock report(prodict,customes,cateqory and salse
- Keeping Files Safe Both Hard And Soft Documents.
- follow up for the recievable
- Making all accounts and finally make sales and purchase report monthly.
- Renewing visa and trade license
- Directly reporting to manager and MD
- Handle cash books, ledgers and stock and issue register,Cheque
- Handling payroll function

SOFTWARE SKILLS

- MS OFFICE, POWER POINT, OUTLOOK, ACCESS
- INTERNET & E-MAIL
- Tally ERP, (accounting software)

SKILLS

- Innovative with Positive Attitude.
- Effective Inter-personal skills and Good in building & maintaining relationships.
- Problem solving ability.
- Strong counseling & convincing techniques.
- Leadership Quality & team work.
- Adaptable to new environment and people.
- Self motivated, hard working and smart working.
- Excellent oral and written communication skills
- Active participation and organization of college, school, and club level of competition and Achieved many prizes in different competition.

PERSONAL INFO

Date of Birth : 8th November 1991

Marital Status : Married

Nationality : Indian

Language : Hindi,English, Malayalam,arabic and farsi(iran)

Visa Status : Visit Visa

passport U9059866

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

AHAMMAD KABEER