



## MUNEEB K P

### ACCOUNTANT&SALES EXECUTIVE

Email :kpmuneeb653@gmail.com  
Phone No: 00971-521030223

#### PERSONAL DATA

Date of Birth : 18/01/1998  
Nationality : Indian  
Gender : Male  
Marital status : Single  
Religion : Islam  
Passport No : S6736426

#### STRENGTHS/ SKILLS

- Strong inter-personal and communication skills.
- Ability to easily understand new concepts with minimum refractory time.
- Perseverance and Integrity to work
- Objectivity
- Innovative thinking
- Hard working
- Team facilitator

#### LANGUAGES KNOWN

- English
- Hindi
- Malayalam

## CURRICULUM VITAE

Result-oriented, adaptable, self motivated personnel with strong interpersonal and communicative skills. An avid learner and a strong team player, with competitive oral and written communication skills.

Seeking a challenging position in a company that utilizes my potential to the fullest while offering an opportunity to further my career and thus contribute mutually to the benefit of the organization.

#### EXPERIENCE

- **DPI COVIDS TEST CENTRE** (DATA ENTRY)
- **FUTURE 4 OTOCARE- KERALA**  
ACCOUNTS CUM ADMINISTRATIVE SALES COORDINATOR  
Jan 2020- Oct 2020
- **N F EXPORTS – BANGALORE**  
SALES EXECUTIVE & BILLING May 2019 – Jan. 2020
- **IA & T, KERALA**  
ACCOUNTANT TRAINEE July 2018 – Dec 2018

#### RESPONSIBILITIES:

- Demonstrating and presenting products
- Provides financial information to management by researching and analyzing accounting data
- Preparing reporting.
- Providing financial control information by collecting, analyzing and summarizing.
- Accounts to be maintained in books Of Tally.
- Responsible for preparation of financial statements
- Greeting customers and helping them with their enquiries or concerns

#### ACADEMIC QUALIFICATION

- **S.S.L.C** (Board of Public Examination, Kerala)
- **PLUS TWO** (board of Higher Secondary Examination, Kerala)
- **B.COM** (Jamia Hamdard University)

#### TECHNICAL SKILLS

- TALLY
- PEACHTREE
- QUICKBOOK
- RIYALO
- KTS
- MS-WORD
- MS-EXCEL

#### DECLARATION

I hereby declare that the above furnished details by me are true and correct to the best of my knowledge and belief.

**MUNEEB K P**