# **Resume**

Ishak E M

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***Career Objective***

To take up a career in a reputed organization which gives me an opportunity to utilize my strengths and acquire expertise, thereby contributing to the development of the company and self.

***Professional Qualification***

* **Advance Diploma In Computer Application (ADCA)**

***Educational Qualification***

* **B Com ( Mangalore University, Karnataka )**
* **Plus Two**
* **SSLC**

***WORK EXPERIENCE***

**1 ) Office Staff Cum Purchase Entry – Metro Hyper Market Kannur**

**Role:**

* Controll daily office work
* Purchase entry and bill updation
* Assisted to accounts and billing department &Assisted to sale promotion team
* Assisted in preparation of photoshop , offers
* Controlling floor staff
* Report creation and presentation

**2 ) Billing clerk cum Cashier – Metro Hyper Market Kannur**

**Role:**

* Cash handling and customer service
* Controlling billing staff and providing training to new staff
* Correction and valuation of offers
* Daily follow up customer feedback and complaint

**3) Accountant – Metro Hyper Market Kannur.**

**Role:**

* Cash handle and cash book maintaining.
* Cheque enter and issued.
* Clearing bank reconciliation and entry.
* Prepair staff salary.
* Clearing trail balance and ledger**.**

***Computer Proficiency***

* Tally
* Photoshop
* Software – Markup
* Ms word and excel

***Strengths***

* Sincere in the work assigned
* Quick learner of difficult things
* Can handle work pressure
* Very determinant and goal oriented
* Talkative
* Good communication

***Personal Details:***

Father’s Name : Mohammed E P

Date of Birth : 25-12-1996

Marital Status : Single

Languages Proficiency : Malayalam, Kannada, English , Hindi

Address : Thyagathur ,Siddapur, Karnataka.

Hobbies : Reading And Travelling and singing.

***Declaration***

I hereby declare that what I have furnished here is true and correct to the best of my knowledge

**Date:**

**Place Ishak Em**