

# RESUME



**ABDUL RAHIMAN ASHFAR**

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## Permanent Address

Ashfar Manzil,  
Rahmaniya Nagar,  
Naimarmoola,  
PO Alambady,  
Kasaragod  
Pin:671123

## Personal Profile

Father's Name: Abdulla K A

Date of Birth : 09-08-2000

Gender : Male

Marital Status : Single

Nationality : Indian

Religion : Islam

## Linguistic Ability

### **English**

- ☒ Speaking
- ☒ Writing
- ☒ Reading

### **Malayalam**

- ☒ Speaking

## **Objective**

Looking forward to build a career using my personal strength & to serve an organization with managerial skills & hard work, giving meaningful contribution to the organization & the industry.

## **Work Experience**

- 2 year experienced as Office Assistant in Maharaja Textile Kasaragod.

## **Job Profile**

- Collecting Invoices and Cheques from the clients
- Answering telephone calls
- Typing and word processing
- Taking messages
- Typing and word processing
- Filing
- Managing databases
- Coordinating mail-shots and similar publicity task

## **Technical Skill**

- Indian and Foreign Accounting
  - Tally
  - Peachtree
  - QuickBooks
  - Wings
- Internet Skill and Mailing
- MS Office
  - Word
  - Excel
  - Power point
- Basic In Computer

- ☒ Writing
- ☒ Reading

### **Passport Details**

**Passport No : U28703625**

**Issue Date : 28-12-2020**

**Expiry Date : 27-12-2030**

### **Hobbies**

- Music
- Reading
- Playing football
- Cricket

## **Academic Record**

### **Certified Professional Accountant** **(UKAS Management System)**

Professional School of Accounting, Kasaragod

### **Higher Secondary (2019)** **(Kerala State Board)**

GHSS Shiriya, Kasaragod

### **S.S.L.C (2017)** **( Kerala State Board )**

TIHSS Naimarmoola

## **Skill Set**

- Optimistic thinker and makes right decision.
- Keen team worker who understood the dynamic of group behavior.
- Respects time & learns patiently within the set parameter.

## **Declaration**

I hereby, declare that the above mentioned details are true to the best of my knowledge and belief.

**ABDUL RAHIMAN ASHFAR**