

ABDUL SAMAD

Darussalam

Kayalode

Po .Mambaram

Kannur-670741

Kerala, India

Mobile (UAE): 0589228476

Mobile: +91 9645072062

E-mail ID: **smdk0987@gmail.com**



CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and Self-development and help me achieve personal as well as organization goals

PROFESSIONAL HIGHLIGHTS

- Good interpersonal relations
- Ability to maintain good human relations
- Well versed in MS Office
- Ability to do the Work within the given period of time
- Ability to interact with all level of management and experience in handling third parties involved in the business

PERSONAL COMPETENCIES

- Highly motivated .and enthusiastic, proven ability to learn and master new skills quickly and thoroughly
- Adaptable to change and respond to challenges with confidence, determination and focus
- . • Independent, ability to prioritize and manage time effectively, ability to work autonomously and as a team player.
- Ability to interact with all level of management and third parties verbally and with good telephone and email etiquette.
- Self-motivated, positive thinking and trustworthy individual with strong ethics and integrity. •
- Good team player
- Ability to pay attention to details.

EDUCATION QUALIFICATION

- ❖ SSLC (CBSE) - 2015
- ❖ PLUS TWO (CBSE) - 2017
- ❖ BCOM (KANNUR UNIVERSITY) – 2020

ADDITIONAL QUALIFICATION

➤ ADVANCED DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING

- ❖ Tally
- ❖ Peachtree
- ❖ Ms Word
- ❖ Ms Excel

EXPERIENCE

- ❖ Billing Executive
- ❖ Sales Executive

PERSONAL DETAILS

Father's Name	:	Abdul Rahiman
Mother's Name	:	Safiya.K
Permanent Address	:	Darussalam, Kayalode, Po.Mambaram, Kannur
Date of Birth	:	18 th October 1998
Nationality	:	Indian
Marital Status	:	Single
Contact Number	:	0589228476
Passport number	:	L3158309
Language Known	:	English, Malayalam, Tamil and Hindi
Hobbies	:	Travelling, Bike Riding, Playing Football, Cricket, Badminton
Driving License	:	Indian Driving License