

## **ABDUL AZEEZ M.C**

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*"To establish a brilliant and rewarding career that would help my professional skills and would be able to develop my potentials, to gain more experience in working with various types of people, culture and to uphold professional ethics in the work place"*

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### **PROFILE SUMMARY**

- ❖ 2+ Years of experience in accounts & sales.
- ❖ Graduated in BBM (BACHELOR OF BUSINESS MANAGEMENT)
- ❖ Can Work on Tally, QuickBooks & MS Office Applications.
- ❖ Wide exposure to Sales, Marketing & Accounts.
- ❖ Energetic and capable of working independently and a good deal of autonomy.
- ❖ Excellent Time management skills, communication, hardworking & interpersonal skills.
- ❖ Strong intrapersonal, effectiveness, teamwork & leadership skills to empower colleagues and leaders.

### **EDUCATIONAL QUALIFICATION**

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- BACHELOR OF BUSINESS MANAGEMENT (*University of Mangalore*) in 2014
- HIGHER SECONDARY (COMMERCE) (*Board of Higher Secondary, Govt. of Kerala*) in 2010.
- SECONDARY (SSLC) (*Board of Secondary, Govt. of Kerala*) in 2008

### **COMPUTER SKILLS**

- **Diploma** in Computerized Accounting  
(Tally, QuickBooks, PeachTree)
- MS Office, (MS Word, MS Excel)
- Internet, Email and other applications.

### **STRENGTH**

- ✓ Can learn new ideas and respond to external changes
- ✓ Capable to adapt to new environment, culture and workplace
- ✓ Accept challenges and deliver results
- ✓ Ability to grasp the works in short time
- ✓ Initiative and Innovative

### **LANGUAGES:**

Malayalam, English & Hindi  
Arabic (Reading and Writing)

## PROFESSIONAL EXPERIENCE

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### **Accountant.** (6 Month Experience in UAE)

Organization: TETRA GULF GROUP Dubai.

- Prepare monthly issued invoice report and send to accounts dept.
- Petty cash report – monthly update, received and paid expense.
- Send SOA to customer and follow up the payment.
- Posting daily purchase invoice in the system.
- Visiting the site for payment collection.
- Prepare and submit weekly/monthly reports.

### **ADMIN & SALES.** (3 + Years' Experience)

#### RETAIL SECTOR

*(Perform administrative & sales duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports)*

- ❖ managing budgets
- ❖ maintaining statistical and financial records
- ❖ promoting and marketing the business
- ❖ dealing with customer queries and complaints
- ❖ overseeing pricing and stock control
- ❖ maximizing profitability and meeting sales targets
- ❖ preparing promotional materials and displays

### **AREAS OF INTEREST:**

- Accounts
- Sales

## PERSONAL DETAILS

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- **DATE OF BIRTH** : 01-JAN-1993
- **GENDER** : Male
- **NATIONALITY** : Indian
- **MARITAL STATUS** : Single
- **PASSPORT NO** : L8081719
- **DATE OF EXPIRY** : 20-03-2024
- **VISA STATUS** : Visit Visa (valid till 12- Aug-2020)

*Reference information available upon request.*