

ISHAQ.A  
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### **APPLICATION FOR THE SUITABLE POST**

This is to express my keen interest in exploring a challenging career opportunity with a well established organization where my talents and experience commensurate together with my creative approach which can contribute to its long term goals thereby helping to strengthen my professional skills.

I am young, dynamic, Self- motivated and go-getter who inspires others, having ability to work individually with strong understanding of local and international travel procedures. I am looking for a challenging career in a well established organization, where my talents and experience commensurate my professional skills that I acquired throughout my career.

Although my enclosed resume is practical in nature, it cannot convey the full level of eagerness to undertake new challenges. I know I will make a positive contribution to your company and look forward to discussing my capabilities in more detail. I would appreciate for your consideration and would be happy to satisfy your queries if any. I would be able to present myself with my confidence when you call me for an interview at your convenience.

Looking forward to hearing from you at the earliest.



## **PERSONAL PROFILE**

Father's Name	:	Hamza .A
Date of Birth	:	08.07.1988
Gender	:	Male
Religion	:	Muslim
Caste	:	Islam
Nationality	:	Indian
Marital status	:	Single
Languages Known	:	English, Malayalam, Arabic

## **OBJECTIVE**

In search of a challenging position with a dynamic organization where I can utilize my best efforts, skills and experience to achieve the goals of the organization and there by enhance my career objective.

## **MANAGEMENT SKILLS**

- Strong analytical and communication skills
- Efficient at MS Word and MS Excel
- Excellent financial, analytical and risk management skills
- Detail oriented and multi-tasking
- Excellent mathematical skills
- Creative and aggressive self- starter with integrative thinking skill, capable of forming and maintaining positive and productive working relationship in internal, external, independent, and team environments.
- Good grasping power and Adapts to new systems and environments



quickly

## **WORK EXPERIENCE**

- Worked as showroom In charge and Chief Accountant for a Jewellery Whole sale Group Since 01.11.2010 to 30.06.2012
- Worked as Accounts Manager for Navarathna Jewellery Group Chavakkad Since 01.08.2012.to 30.04.2015

Worked as Accountant and billing staff in Ponnara Gold & diamonds Chavakkad from 01.08.2015 to 28.07.2018

Currently working as Accountant in Leather Mart Trading L.L.C Alain (United Arab Emirates) since 10.08.2018

## **ACADEMIC QUALIFICATION**

C O U R S E	I N S T I T U T I O N	P E R I O D	G R A D E / M A R K S
S S L C ( C B S E )	Rajah English School, Chavakkad	2 0 0 5 - 0 6	F i r s t C l a s s
P L U S T W O ( C O M M E R C E )	Rajah English School, Chavakkad	2 0 0 6 - 0 7	S e c o n d C l a s s
D E G R E E ( B A C H E L O R O F C O M M E R C E )	IDC Business School (Calicut University)	2 0 0 7 - 1 0	S e c o n d C l a s s
M B A	Sikkim Manipal University	2 0 1 5 - 1 6	B G r a d e



## **STRENGTH**

- Self – motivated and go – getter who inspires others
- Dedicated, hardworking and result oriented
- Ability to work in a team or as an individual
- Sociable, pleasing mannered and having good sense of responsibility
- Good interpersonal communication skills

## **COMPUTER SKILLS**

- Tally, Peachtree Accounting & Quick books
- Excel, Microsoft Word, Microsoft Power Point
- DOS, Window and Internet Applications

## **DECLARATION**

I hereby solemnly declare that information given above is true to the best of my knowledge and belief. I also understand that any discrepancy found in the above information will render me liable for cancellation of my candidature.

Place: Alain U. A.E

Yours Sincerely

ISHAQ.A





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