

MUHAMMED MUFEED C A



Address:

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Email Id:

mufy771@gmail.com

Personal Details:

DOB: 19-06-1998

Status: Single

Passport No: R3521612

Religion: Islam

Nationality: Indian

Driving License:

Holding a valid India
Light Vehicle Driving
License.

Languages:

Speak : English, Tamil &
Malayalam

Write: English,
Malayalam, Arabic and
Hindi.

Objective

Intend to build career with a leading organization with commitment and dedication that enable to create an atmosphere for potentiality, efficiency and elevation of career.

Personal Profile

Professional, qualified Accountant with excellent organizational and team working skills. Ideal candidate for position requiring drive, initiative, responsibility and challenge. Qualified in computer aided accounting with total of 1+ years of cumulative experience in India. I am an organized and dedicated employee, with excellent attention to details and time management skills. I enjoy work that is challenging, and complicated. An enthusiastic, hardworking, and self-motivated person seeking an opportunity to start a career with a reputed organization for mutual growth and benefit.

Employment History

- ▶ 2 Years worked as a Cashier, Sales Executive and Office Assistant in MRM Distribution.
- ▶ 6 months worked as a Freight Forwarding Department in AIWA SHIPPING & LOGISTICS.
- ▶ 6 months worked at MBE Trading & Co, Kerala, India, as cashier cum Indoor Salesman
- ▶ 1¹/₄ Year worked as a Driver at Milma ERCMPU.

Job Profile

- ▶ Booking of export and import shipments, creation of export import documents.
- ▶ Customer visit, customer follow up and export assistance.
- ▶ Expertise in Fund Management
- ▶ Performed indoor sales also.
- ▶ Very good in customer handling.
- ▶ Always keep good report with customer
- ▶ Pleasant personality with cheering face always
- ▶ Maintain good customer relationship
- ▶ establishing new business
- ▶ maintaining accurate records

Education

Diploma in SCM & Logistics, IATA 2017 Patriot Aviation College, Thrissur

Bachelor of Commerce **2017-2020** **Providence Collage, Erumapetty (Barathiar University) India**

Higher Secondary Education 12th Commerce **2015 – 2017** **Concord English Higher Secondary School, (HSE Board, Kerala), India**

Secondary School Leaving Certificate 10th **2014-2015** **Concord English Higher Secondary School (Board of Public Examination, Kerala), India**

Hobbies:

**Reading, Football, Music,
Internet Surfing**

Achievements:

- ▶▶ **Tally ERP 9
Accounts Software**
- ▶▶ **Trainee in Freight
Forwarding Department**

Computer Literacy

- ▶▶ Have Knowledge on Handling Internet and enhanced software packages.
- ▶▶ Can install, configure and troubleshoot Windows 98/2000, MS Office, Internet Explorer and a number of enhanced software's.
- ▶▶ Have a good Knowledge in **TALLY ERP 9**

Capabilities

- ▶▶ Knowledge in Computer aided accounts packages.
- ▶▶ Ability to identify problems, faults finding & trouble shooting.
- ▶▶ Strong leadership quality and keen to take responsibilities.
- ▶▶ Efficient customer relationship management.
- ▶▶ Goal oriented and competent.
- ▶▶ Able to pick new concepts quickly and self-motivated.
- ▶▶ Good Communication Skills.

DECLARATION

I hereby declare that the above said information's are true and correct to the best of my knowledge and I agree to do any work.

FURTHER REFERENCE ON PRIOR REQUEST