

MUHAMMED NASIL K



CONTACT INFORMATION

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EMAIL

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PERSONAL INFORMATION

Father's Name: Nasar KP

Date of Birth : 20/06/1996

Sex : Male

Nationality : Indian

Marital Status: Single

LANGUAGES KNOWN

Arabic

English

Hindi

Malayalam

CAREER OBJECTIVE

To obtain an position where i can contribute my skill, knowledge and Experience to a compan that will give me an opportunity to develop my career

WORK EXPERIENCE

1 AUGUST 2019 - 1 OCTOBER 2021

Eye Care Opticals, Mayyil, Kannur
Administrator cum Accountant

Job Profile: Daily Recording of Transaction, cash book and petty cash Handling, Preperation of final Accounts. Handling Customers. Document keeping. Scheduling and Co-ordinate Staff and appoinments. Maintaining office staffs and Support company operations, Answering Phone calls and Emails. Follow up on customers

22 MAY 2018 - 26 MARCH 2019

AL-RAWAHI DESIGNS, Oman
Accountant

Job Profile: Daily Recording of Transaction, cash book and petty cash Handling , Preperation of final Accounts.. Reconciliation of Accounts. Accounts Payable and Receivable Coordinate with storekeeper and stock taing of the inventory Review daily Sales Report against receipts and Payments, Interact with Customers and allocate them to Staffs. Document keeping. Preparing Payroll

1 OCTOBER 2017 - 30 APRIL 2018

Amul Scooping Parlour, Kannur
Sales Staff

EDUCATION

2016-2017 Professional Diploma in Indian Foreign and Sap Accounting
Gtec Kannur

2013-2016 Bachelor of Arts in History
Sir Syed College
Kannur University

2011-2013 Higher Secondary School
IMNSGHSS Mayyil, Kannur

PERSONAL SKILLS

Communication
Teamwork
Creativity
Leadership
Management
Decision Making

PASSPORT DETAILS

Passport No : M8442351
Date of Issue : 05.05.2015
Date of Expiry: 04.05.2025
Place of Issue : Kozhikkode

PROFESSIONAL SKILLS

Tally
MS Office
MS Excel
Quickbook
Peachtree
SAP

STRENGTHS

- Good Communication skill and convincing capability
- Team Working and effective in leading
- High zone of Tolerance and hard working
- Observant and adaptable
- Well versed with internet research method
- Quick Learning
- Ready to work in Underpressure situations

Declaration

I Hereby declare that the above mentioned details are true to the best of my knowledge