



ABDULSALIM.C.P

KERALA-INDIA

Mob:502522789

visa type: Visiting Visa

E-mail:abdulsalim70@yahoo.co.in

Objective

To work with the leading edge state of art technologies where I can utilize my knowledge and skills

Professional Experiences:

1.Worked as accountant at Kerala SIDCO for 2 years

Duties

Maintaining day book

Reconciliation

Preparation of vouchers

Keeping ledgers

2.Asst.Superintendent at Cheraman MalikManzil Orphanage (HR Manager)

Duties

Overall supervision

Arranging daily accounts

Arranging staff for day to day activities

Planning and scheduling the pattern

Arranging monthly board meeting

Planning organisational mission and discuss with board members for development

3.Administrator at MOULANA COLLEGE OF NURSNG(HR)

Duties

Arranging admission procedure

Keeping records of students Maintaining employees attendance, salary etc

Correspondance with goverment and other organisation

4.Operation Manager at IDEAL CRUMB RUBBER FACTORY

Duties

Planning production requirements

Arranging sales orders

Keeping accounts and other related data**1.Asst.Superintendent at Cheraman MalikManzil Orphanage (HR Manager)**

Educational Profile

Qualification Level	Degree/ Specialization	Year	University/Board
Master Degree	MBA -HR AND MARKETING	2006	University of Calicut - Kerala, India
Bachelor Degree	BBA	2004	University of Calicut - Kerala, India
V.H.S.E	Biology science	2000	Government of - Kerala, India
S.S.L.C	Secondary School	1998	Department of General Education - Kerala, India

Key Skills&Areas of Strength

- Management and Public relation skill
- Excellent communication skills in English, & Malayalam
- General Accounting
- Ms Office
- Tally7.9
- Good technical and inter personal skills

Personal Profile

Name	ABDUL SALIM
Date of birth	20-08-1981
Sex & Marital Status	Male,
Languages known	Excellent communication skills in ENGLISH, & Malayalam
Nationality	Indian
Permanent Address	Cheripurath House, Palod P.O, Palakkad (D.t), Kerala, INDIA. Pin 678583
	Home Tel:09745203829

Personal statement

Dear Sir,

I am a person, having analytical approach to work, capable of hard work and having enough work experience in the home country I got my master degree (**MBA**) from the University of Calicut, India and Bachelor Degree (**B.B.A**) from University of Calicut, India.

I have gone through the job requirements in your institution and I would like to offer as a candidate for the post.

ADDITONAL INFORMATION

I am willing to learn and confident of mastering any subject that is to be learned as apart of the training program for the job. I wish to transform my life and my outlook towards it. Looking forward to a challenging and intellectually demanding career

Place: **kerala**

Date:**ABDULSALIM.C.P**