



# MUZAMMIL C A

## Accounts Executive

One year of accounting professional experience in Accounts management, solving accounts problems, analyzing complains and restoring all technical errors occuring in the database. Keeps all compulsory records on track and arranging new tricks and ways to maintain everything better.



Coorg, Karnataka,India



July 07, 1997



+971509068657

muzammilmuchu8@gmail.com

## EXPERIENCE

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**November 2020 - October 2021**

**Atcis Technology Pvt. Ltd, Bangalore, India.**

### **Working as Accounts Executive**

- Creating detailed business plans to facilitate the attainment of goals and quotas.
- Managing the entire sales cycle from finding a client to securing a deal.
- Unearthing new sales opportunities through networking and turn them into long term partnerships.
- Helping to maintain or extend existing accounts (customers) and develop new accounts.

Perform collection, interpretation and recording of data in accordance with company's guidelines and standards.

Perform data validation and storage of various project documents.

Sort and organize the data; both hard copy and electronic versions.

## EDUCATION

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**Bachelor of Commerce**

**April 2017 - May 2020**

**University of Mysore - Mysuru, India.**

**BCC-T (Basic Computer Course With Tally)**

**iact - Gonikoppal, kodagu, karnataka**

**September 2020 - March 2021**

**ERP Finance one month Internship**

**SOFTPRO, Mysore, Karnataka**

**October 2019**

## PERSONALITY

- ✓

Communicative
- ✓

Punctual
- ✓

Creative
- ✓

Organized
- ✓

Well Dressed
- ✓

Competitive
- ✓

Confident
- ✓

Friendly
- ✓

Honest
- ✓

Independent
- ✓

Responsible
- ✓

Cooperative

## SKILLS

- ✓

Good communication - Written and Oral skills
- ✓

Ability to Work Under Pressure
- ✓

Decision Making
- ✓

Time Management
- ✓

Self-motivation.
- ✓

Adaptability

## SOFTWARE SKILLS

- Microsoft Office Accessories - Expert
- Emailing - Expert
- Google Drive - Expert
- Database Management - Expert
- Social Media Ads - Expert
- Spreadsheets - Expert
- Open Office - Expert
- Enterprise Systems - Expert
- Quickbooks - Expert

## LANGUAGES

- English
- ★

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- Kannada
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- Malayalam
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- Tamil
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- Hindi
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## HOBBIES




Social




Football




Computer




Piano




Cycling




Hunting




Traveling




Television




Books




Photography




Internet



Games



Music



Cooking