



email :

ajmalajuz4321@gmail.com

Mob : +971-525487456

Location : Al Karama, Dubai
UAE

PERSONAL DETAILS

Date of Birth : 03.10.1998
Nationality : Indian
Marital Status : Single
Gender : Male
Religion : Islam

SKILLS

Leadership quality
Good Communication Skill
Hardworking, energetic and
well disciplined

LANGUAGES

English
Hindi
Malayalam

INTERESTS

Listening Music
Travelling

MUHAMMED AJMAL P K

Mob : +971-525487456

CAREER OBJECTIVE

Seeking for opportunities and secure and position to contribute my skills effectively for the growth of the organization and my professional career.

WORK EXPERIENCE

ACCOUNTANT – PIONEER LATEX, KANNUR, KERALA, INDIA

(2019 – 2020, 1 year)

RESPONSIBILITIES

- Ensure that all transactions and well documented
- Prepared asset, liability and capital account
- Keep and maintain all the books in perfect order
- Summarize current financial situation by analyzing correctly current liabilities, preparing a profit and loss statement and indicating corrective actions that need to be taken.
- Audit key documents and verify each transaction
- Preparing payments
- Preparing budget forecast
- Compute and prepare tax returns
- Report company financial health to the stakeholders
- Data Entry, Typist and cashier

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (B.Com) (2015 – 2018)

Kannur University, Kerala, India

Higher Secondary (Science) (2013 – 2015)

HSE Board of Kerala

Secondary School Leaving Certificate (2013)

Kerala State Board

PASSPORT DETAILS

Passport No : T2624010
Expiry Date : 02/04/2029
Visa Status : Tourist Visa (till 15-03-2022)

COMPUTER SKILLS

- Tally ERP9
- Peachtree
- Quickbooks
- Microsoft Word, Excel and Power point

DECLARATION

I hereby declare that all above information is true to the best of my knowledge and belief and I assure my confidence. Sir that if given an opportunity, I will prove to be asset of your esteemed organization.

MUHAMMED AJMAL P K