



# HAKKEEM P



**ADDRESS**  
Abu Dhabi, UAE



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+971 562147131



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**DATE OF BIRTH**  
01/3/1997

**GENDER :** Male

**MARITAL STATUS :** Single

**PASSPORT NUMBER**

**S6933967**

**NATIONALITY**

India

**LANGUAGES KNOWN**

English

Malayalam

Tamil

## PROFILE

To secure an adequate position in an organization that affords me an opportunity to grow and develop for the progress of the organization as well as my career.

## ACADEMIC QUALIFICATIONS

D.I.F.A (Dilpoma In Financial Accounting)

ICS - INDIA

B.B.A (Bachelor of Business Administration)

AJK College of Arts and Science, Coimbatore  
Bharathiar University.

Higher Secondary

Board Of Public Examination, Kerala

Secondary School Leaving Certificate

Board Of Public Examination, Kerala

## **EXPERIENCE**

- **TAX PROFESSIO, India**  
**ACCOUNTS ASSISTANT**  
**Duration - 1 Year**

## **COMPUTER KNOWLEDGE**

- **MS OFFICE**
- **TALLY , PEACHTREE**
- **TATA EX ,DAC EASY**
- **WINGS , QUICK BOOK**
- **MAYOOB**

## **KEY COMPETENCIES ANDSKILLS**

- **Excellent organizational skills**
- **Ability to organize personal work prioities**  
**Creative and innovative**
- **Flexible in working hours**
- **Able to manage stress timely and effectively**

## **PERSONAL SKILLS**

- **Strong time management**
- **Well organized**
- **Natural leader**
- **Quick learner**

## **DECLARATION**

I do hereby declare that the particulars of information and facts stated above are true, and complete to the best of my knowledge and belief.

**PLACE:**

**DATE:**

**HAKKEEM**