

# MUHAMMED ALTHAF A



## Contact

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**Passport Number: R9024977**

## Personal Profile:

Date of Birth: 17/10/1997

Martial Status: Single

Nationality: Indian

## Languages

English – Fluent

Hindi – Basic

Malayalam – Native

## OBJECTIVE

To seek a suitable position utilizing the following background, be a part of an ever-growing organization and thereby becoming a strong asset and contribute my share of responsibilities

## Strength

Take up responsibilities with the assurance of putting the best and consistent efforts to come up with effective results. I insist on getting the job done and work for efficiency and effectiveness. Being a fast learner, I can quickly adapt to the surroundings, which a new job offers.

## Educational Qualification

- **Completed Master Accountant Course** from **REHDAMS** (Regional Human Resource Development And Management Society) The Accounting Training Centre Tvm.
- **BA SOCIOLOGY** – Annamalai University, Tamil Nadu.
- **Accounting Excel (MS Excel)**
- **B.Sc. Geology** from Kerala University- 2018
- **Higher Secondary (XII)** – from G.H.S.S Thattathumala -2015
- **SSLC (X)** - from RRVBVHSS Kilimanoor-2013Education

## Technical Qualification

- Tally
- Peachtree
- DacEasy
- Quick books
- Aquira
- Tata Ex
- Accounting Excel (M S Excel)

## Professional Profile

Highly organized and dedicated, with a positive attitude able to handle multiple assignments. Have good interpersonal communication skills. Thrive on working in a challenging environment. Punctual and honest.

## Work Experience

Worked as Account Assistant in **GIRISH AND SURESH ASSOCIATES** (Accountants & Tax Practitioners) (01.06.2019 to 15.12.2020).



## REFERENCES

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This is to declare that I, **MUHAMMED ALTHAF A** hereby testify that all the above information provided is true to the best of my Knowledge. I believe that my enthusiasm, eagerness, commitment and proactive nature will be best utilized in building a holistic work environment resulting in continued success.

Place: kilimanoor

MUHAMMED ALTHAF A

Date :

