

CURRICULUM VITAE



MUHAMMED AATHIF.PK
DUBAI-UAE

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Languages

English
Hindi
Malayalam

Personal Details

Date of Birth : 16-08-1999
Nationality : India
Marital Status : Single

Passport Details

Passport No : R 1374542
Visa Status : Visit Visa

Objective

Seeking a position in Accounts, Finance, Sales, HR or Admin With a Reputed organization where my potential matches the organization growth and contributes for the achievement of My career and equips myself with rich skills -, hard work

Personal Skills:

- ❖ Hard working and Dedicated
- ❖ Honesty & Reliability
- ❖ Good communication and analytical skills
- ❖ Easy adaptability to situations
- ❖ Leadership Quality
- ❖ Trust worthy

Career Profile

- Well Versed in Tally, Peachtree (Sage). Quick Books, Trades Software's
- Proficient, prearranged and detail-based professional with extensive knowledge in accounting functions
- Can handle accounts up to finalization
- Hold strong logical and crisis handing skills, with the aptitude to formulate well planned decisions
- Highly adaptable to change in a constantly changing environment
- Outstanding written and spoken communication skills

Academic Qualification

- Currently Studying B.com Kannur University (distance education)
 - VIBES (Virtual Interactive Business experiment system) Indian & foreign accounting course – from Sree Sankaracharya Computer center. Pvt Ltd, Kerala India
 - +2 Humanities from board of HSE, Kerala, India
- SSLC from Board of public examination Kerala, India

Computer Skill

- Quick books software
- Peachtree (sage) software
- Tally ERP9. Software
- Tradeasy software
- Arabic typing
- Microsoft words
- Microsoft excel
- MS power point
- Payroll statement
- Bank Reconciliation Statement

Career Skill

- ❖ Preparation of project report and reporting to management
- ❖ Branch audit and vouching of transaction
- ❖ Handling accounts and preparation of reports
- ❖ Preparation and documentation of day to day transaction
- ❖ Received and recorded invoices and arranged payments
- ❖ Prepare and send invoices and debaters
- ❖ Calculate and distribute wages and salaries

Work Experience

- ❖ **Currently Working as a Sales Men at Four Hands Grocery and Minimart Dubai, UAE**
- ❖ **3 month worked as a trainee in Sree Sankaracharya Computer center. Pvt Ltd, Kerala India**

Personal Strength

- Leadership and self-motivated
- Continuous learns and willingness to improve with experience
- Optimum utilize of time with best use of knowledge and technology
- Positive attitude and good listener

Skill and Competence

- ❖ Able to work as part of a team or independently with little or no supervision
- ❖ Very good telephone etiquette
- ❖ Effective and writing communication skill
- ❖ Ability to work under pressure for long hours
- ❖ Good personality, disciplined, and well mannered
- ❖ Fast learner with keen ability to set and maintain priorities
- ❖ Very high level of competence and organizing
- ❖ Ability to understand customers' needs and handle different personalities

Declaration

I hereby declare that the above information is true and correct I hope that my qualification will meet requirements

MUHAMMED AATHIF.PK