

ANWAR ABDUL HAKKIM**Mob: +971 56 187 8167****Email:**
anwarhakkim40@gmail.com**Address:**
Al Qusais, Dubai, UAE**Personal Data:**

Date of Birth : 24/10/1998
 Gender : Male
 Marital Status : Single
 Nationality : Indian
 Passport No : R9040142
 Expiry Date : 22/02/2028

Language:

- ❖ English (Professional)
- ❖ Hindi (Professional)
- ❖ Arabic (Professional)
- ❖ Malayalam (Native)

Hobbies:

- ❖ Sports (Cricket, Football)
- ❖ Reading Books
- ❖ Watching Movies
- ❖ Cycling
- ❖ Driving

Objective

- ✚ To be a part of an organization which can utilize all my skills and where I can develop myself through the development of my organization. About me, I can accept other's views. I am able to handle pressure moreover; I am always to learn things quickly that I don't know.

Skill Highlights

- ✚ Very strong organizational and communication skills
- ✚ Strict monitor of customers and fulfill them to their full satisfaction
- ✚ Takes job responsibility very seriously
- ✚ Focus the service/business and follow the process and policies
- ✚ Team player and problem solver
- ✚ Obtained a valid UAE driving license

Education

- ✚ B.com with Taxation
- ✚ Diploma in Foreign Financial Accounting
- ✚ Higher Secondary Education (Biology Science)

Professional Experience:

- ✚ **Organization** : DTS Water Purifiers
- ✚ **Designation** : Financial Assistant
- ✚ **Period** : Apr 2019 to Feb 2022
- ✚ **Responsibility** : Reporting the manager
 Entering day to day transactions in Tally
 Processing staff salary
 Maintaining cash report
 Distribution and collection

Training:

- ✚ **Organization** : DHL Express, UAE
- ✚ **Designation** : Intern, Customer Service Support
- ✚ **Period** : Effective 15th October 2017 till 15th June 2018
- ✚ **Responsibility** : Preparing reports related to Insurance sales
 Processing of international booking

Additional Skills:

- MS Office, Excel, Internet Browsing
- Tally ERP
- Obtained a valid Indian Driving License plus driving experience

Declaration

- ✚ I hereby declare that the above-mentioned statement is true of my knowledge.

ANWAR ABDUL HAKKIM