



## AFSAL PS

### How to reach me:

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#### Address:

MIR3  
Building No 932  
Near shekhan super Market3  
Al warqa 1

#### Personal Details

DOB: 18-04-1995  
Passport No: L7066188  
Languages Known:-  
English: (Read, Write, Speak)  
Malayalam: (Read, Write, Speak)  
Hindi: (Read, Write)  
Arabic : (Read, Write)

#### Interest

- Playing Cricket
- Travelling
- Watching Movies
- Playing Chess

### PROFILE SUMMARY

To associate myself with a successful and reputed organization where I can take up a challenging job and prove myself to be an asset to the company and further enhance my skills by learning and equipping.

### EDUCATIONAL TRAINING

- **2019**  
TKM Institute of Management  
Kollam, Kerala  
MBA Marketing and Finance (61%)
- **2016**  
KKM Arts and Science College  
Tirur Kerala  
BCom Co-operation (61%)
- **2013**  
C.P.P.H.M.H.S.S Ozhur,  
Malappuram, Kerala  
Plus Two, Science (65%)
- **2011**  
SSLC (60%)  
D.G.H.S.S Tanur, Malappuram

### CERTIFICATIONS & ACHEIVEMENTS

- CAT – ICAI (Certified Accounting Technician)
- Microsoft Office Specialist
- Received Letter of Appreciation from Big Bazar for getting involved in annual sales event

### SKILL TECHNICAL

- MS Office
- Tally

### SKILL PERSONAL

- Efficiency in leading a Team.
- Willingness to learn
- Adaptability
- Ability to multitask
- Listening
- Strong numeracy skills

### CAREER SUMMARY

#### Finance Executive & Adminstrator

Leap Infotech Solutions  
2019 Dec to 2021 August

- Manage the finances of an organization by monitoring its income and expenditure
- Maintaining records for all transactions, preparing monthly and quarterly financial reports and processing reimbursement

#### ACCOUNTANT

Leap Infotech Solutions  
2016 June to 2017 July

- Manage all accounting transactions
- Publish financial statements on time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments

### INTERNSHIP AND PROJECT

#### • PROJECT:

**Eastern Condiments Pvt Ltd**  
**Adimali**

18th Sept 2019 to 01 Nov 2019  
**Financial Performance Analysis**

#### • INTERNSHIP

**BIG BAZAAR, CALICUT**

23rd July to 8th Sept 2018

#### Internship Task

Business development and Customer Relationship Management

### MEMBERSHIP

- Project Management Institute (PMI) Kerala Chapter TIM academic forum
- CII Young Indian TIM forum

### Character References

#### Mubashir P

CEO of Leap Infotech Solutions  
Mob No. 919846562040

#### Dr. Vinith Kumar Nair

Associate Dean External Affairs,  
TKM Institute of Management, Kollam.  
918129401036