



CONTACT

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📍 Chundipunathil (h), Pannur,
Kizhakkoth (p.o) Kozhikode,
Kerala ,673572

COMPUTER PROFICIENCY

Accounting Software

tally7.0, tally 9.0, Maies
software, GST sales software.

Operating Systems

Ubuntu, Windows XP, Windows
7 and above.

LANGUAGES

English ●●●●●

Hindi ●●●●●

Malayalam ●●●●●

PERSONAL INFORMATION

- Name - Yoonus CP
- Father's name - Usman
- Date of birth - 19 May 1999
- Sex - Male
- Marital status - Single
- Nationality - Indian
- Religion - Muslim

HOBBIES

Travelling
Swimming
Football
Cricket

YOONUS CP

ACCOUNTANT

OBJECTIVE

To produce a challenging career in a growth oriented organization which would utilize my skill and knowledge in a mutually beneficial manner and give a good satisfactory service to the customer.

EXPERIENCE

Assistant Accountant

Jan 2021 - Jan 2022

Taxnation (GST & Accounts)

- Effectively maintains Accounts on daily basis
- Providing high standards of accounting solutions
- Preparing daily accounts reports

Sales Executive

Jan 2020 - Dec 2020

Vehicle Land, Kozhikode

- Handling customers and Performing front office administration
- Arrangement Suitable cars for the Customers
- Target achieved every months

EDUCATION

Bachelor of Business Administration (BBA)

2016 - 2019

Acharya Institutes, Bangalore

62%

Plus Two

2014 - 2016

Board of Higher Secondary Kerala

85%

SSLC

2013 - 2014

Kerala Board of SSLC

82%

SKILLS

Communication



Leadership



Interpersonal skills



Adapt to new environment



Listening skill



Analytical and helping skill



Patience and motivational skill



I hereby, declare that the above information is true and fair to the best of my knowledge and belief.

Date:

Place:

YOONUS CP