



PERSONAL DETAILS

Mobile : 0524839100
Email : faruberka@gmail.com
D.O.B : 29-09-1995
passport No : T0188240
Sex : male
Religion : muslim
Nationality : Indian
Marital status: single

PERSONAL BACKGROUND

accurate and detail-oriented finance professional skilled at managing accounts payable, performing detailed cost analysis, maintaining all accounting records and files, and developing budget estimates. Effective communicator with great analytical skills and excellent teamwork abilities.

SKILLS

- Strong project management skills, organised and a sense of deadlines and creating urgency when needed
- Tactful and diplomatic pursuing people with busy schedules
- A good sense of detail and quality
- Able to take marketing/creative briefs and execute
- Ability to coordinate across all functions and all level

LANGUAGE KNOWN

English
Hindi
Malayalam
Tamil

UMARUL FAROOQUE C.A

Career Background

**Madeena Hyper Market /INDIA
Salesman/2015- 2016**

- meeting with clients virtually or during sales visits.
- demonstrating and presenting products.
- establishing new business.
- maintaining accurate records.
- attending trade exhibitions, conferences and meetings.
- reviewing sales performance.
- negotiating contracts and packages.

Academic Background

* **Board of Higher Secondary Examination, Government of Kerala.] INDIA**

Plus two (Humanities)

* **General Education Department Government of Kerala**

Secondary School Leaving Certificate

Technical skill

- MS Office. Word, Excel, Powerpoint, Outlook, Access, OneNote.
- Email. Filters, folders, mail merge, rules.
- Google Drive. Docs, Sheets, Forms, Slides.
- Spreadsheets. Excel, Google Sheets, OpenOffice, comparative analyses, pivot tables, macros, link to database, vertical lookups.
- Social Media. Facebook, Twitter, LinkedIn, Instagram, posts, giveaways, customer interaction.
- Phone skills. Voicemail, forwarding, hold, recording.

