



ASARUDHEEN

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CAREER OBJECTIVE

To find a suitable, challenging, and growth oriented position where I can best utilize my technical knowledge, working experiences and full potential to a maximum level enabling me to contribute to the productivity of the organization.

EDUCATION

- ❖ Degree (Bachelor of commerce) Finance
- ❖ Secondary School Certificate – Kerala,India
- ❖ Higher Secondary School Certificate (Commerce, AFS) –Kerala, India

PERSONAL SKILLS

- Have a good communication skills
- Nice personality
- Have a leadership ability
- Hard worker

PERSONAL INFORMATION

Nationality : India
Father Name: Saidalavi
Date of Birth: 16-07-1998
Gender : Male
Religion : Muslim
Marital Status: Single

LANGUAGES:

- ☞ English
- ☞ Hindi
- ☞ Malayalam
- Basic Arabic
- Have a Indian Driving License

PASSPORT INFORMATION

Passport No : R0970646
Issue Date : 22/06/2017
Expiry Date : 21/06/2027
Place of Issue: Cochin
Visa Status : Visit Visa
Long term

ACCADAMIC QUALIFICATION

- ❖ Computer Operating
- ❖ MS Office (M.S Word, M.S Excel, PowerPoint)
- ❖ D.T.P, Windows, XP
- ❖ All Documents Typing
- ❖ Internal Certificate AMC - Star Logistics
- ❖ Tally (6months)
- Automobile Course 1 year completed

WORK EXPERIENCE

- ❖ **ASSISTANT ACCOUNTANT(1year)**
British Cottons
Textiles(Kerala, India)
- ❖ **OFFICE DOCUMENTATION (6 Month)**
Star logistics Inc. Chennai
- ❖ **SALES EXECUTIVE**
KVR MARUTHI MOTORS
Sales, Reception, Sapir Store
- ❖ **SALES EXECUTIVE (HAJI ALI HUKKA UAE) 3 Months**

Duties:

- ❖ Preparing sales invoices & the upkeep of an accurate accounts filing system.
- ❖ Preparation and input of month end journal vouchers. Inputting, matching, batching and coding of invoices.
- ❖ Debtor and Creditor reconciliations.
- ❖ Proactively identifying business improvement opportunities
- ❖ Preparing Export and import Document and Tax invoice

- ❖ **DATA ENTRY OPERATOR (6 Months)**
Musafir Super Market
(Kerala, India)

Duties:

- ❖ Extensive experience and knowledge of MS Word and other specialist data entrysoftware. Having a typing speed over 60wpm.
- ❖ Inputting both text data and also numerical data.
- ❖ Interpreting complex information.
- ❖ Fully aware of data confidentiality issues.

DCARATION:

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief...

Thank you for your time and consideration. I look forward to hear from your organization about any suitable employment opportunity.

Asarudheen