



FADHIL KABEER

RESULTS-DRIVEN PROFESSIONAL | COMPUTER APPLICATION SPECIALIST |
DETAIL-ORIENTED B.COM GRADUATE | SALESFORCE ENTHUSIAST |

PROFILE

Dedicated and honest B. Com graduate with a specialization in Computer Application, I am an individual committed to delivering excellence in every endeavor. Having honed my skills through academic rigor and professional experiences, I am now seeking challenging opportunities where I can contribute to the success of an organization.

My background in Computer Application, coupled with hands-on experience in customer service and computerized accounting, has equipped me with a unique skill set. Proficient in Salesforce, Microsoft Word, Excel, Tally ERP9, and various other tools, I am a detail-oriented professional with a knack for problem-solving and effective time management.

CONTACT

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ADDRESS:
Dubai, UAE

PROFESSIONAL EXPERIENCE

CUSTOMER EXECUTIVE – REENA DRUG HOUSE, KERALA, INDIA.
MAR 2021 – JAN 2024 (1 Year 10 Months)
Worked as Customer Executive with SO AND SOO..

EDUCATIONAL QUALIFICATION

BACHELOR OF COMMERCE
MOTHER ARTS AND SCIENCE COLLEGE, CALICUT UNIVERSITY, INDIA
2020 -2023
Specialization in Computer Application

DIPLOMA IN GST & GULF VAT
NATIONAL ACADEMY, GURUVAYOOR, INDIA
Oct 2023
Attained hands-on experience in.. and ...

COMPUTERIZED ACCOUNTING AND INVENTORY MANAGEMENT (CAIM) on **Tally ERP 9, Excel** from
National Institute of Accounts, Manivish Academic Council. (Oct 202

CENTRAL BOARD OF SECONDARY EDUCATION (10, +12)
SIR SYED ENGLISH SCHOOL, KERALA, INDIA
(2018, 2020)

SKILLS

- Salesforce Proficiency
- Customer Service Excellence
- Effective Problem-Solver
- Efficient Time Management
- Strong Communication Skills
- Adaptability & Team Collaboration skills.

LANGUAGE SKILLS

- ENGLISH – PROFICIENT
- ARABIC - BEGINNER
- MALAYALAM – NATIVE
- HINDI - COMPETENT
- TAMIL – COMPETENT

PERSONAL DATA

- DATE OF BIRTH: 15-10-2002
- NATIONALITY: INDIAN
- MARITAL STATUS: UNMARRIED
- PASSPORT NUMBER: U2407523
- VISA: VISIT VISA
- AVAILABILITY: IMMEDIATE

SOFTWARE SKILLS

- Efficient in computerized accounting
- Skilled in Microsoft Word and Excel
- Knowledgeable in GST & Gulf VAT compliance
- Proficient in Tally ERP 9 for comprehensive financial management

CERTIFICATIONS & WORKSHOPS ATTENDED

- Successfully completed 240 hours of National service Regular Activities and attended special camp during the year 2020-22.