

MUHAMMED SHAFI PM



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CALICUT-KERALA
673574



PROFILTE

Abilities to handle multiple priorities with a genuine interest in professional and personal development. An independent and self-motivated aspirant with enthusiasm to learn new things and always try to do my best in any work assigned.

PERSONAL DATA

Dob : 12/08/1997
Sex : Male
Nationality : Indian
Marital Status : Single

EXPERIENCE

Cashier with Accountant 2019 - 2021

GRILLS AND MORE RESTAURANT UAE

- Customer service skills
- Store product knowledge
- Mathematics
- Communication skills

Accounting Assistant 2018 - 2019

STEPPING STONE CALICUT

- Analytical Skills
- Critical Thinking
- Interpersonal Communication
- Expert in time management
- Time Management

EDUCATION

2015 - 2018

Degree / BBA

Calicut University

2013 - 2015

Commerce

With Computer Application

Under Board of Higher Secondary
Education, Kerala

LANGUAGE

- English
- Arabic
- Hindi
- Malayalam

SKILLS

- Tally ERP 9
- SAP
- QUICKBOOKS
- EXCEL
- WORD
- POWER POINT



PROJETCT

A project study to evaluate the Labor Welfare Activities in Deseeya Ayurvedic Pharmacy, Poonoor-Kozhikode. Data collected through questionnaire method the study shows the job performance, Co-operation among co-workers, working environment, Working facilities, Welfare facilities.

KEY STRENGTHS

- Highly self-motivated,hardworking and team player
- Excellend Organization skills and positive attitude
- Quick learner
- Good leadership skill to set goal and performance evaluation
- Good interpersonal skills

CERTIFICATION

- Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA)
- Tally ERP 9
- Participated in GST (India) workshop conducted by Institute of Professional Accountants,2019
- Participated in GULF VAT workshop conducted by Institute of Professional Accountants, 2019

DECLARATION

I, Muhammed Shafi P M, assure you that the information given above are true and correct to best of me knowledge and if I am given an opportunity, I promise you that I will serve the best to your esteemed organization.

MUHAMMED SHAFI P M

