

SABITH NADU KANDY



Email:

sabithadoor010@gmail.com

Contact Number:

Mob: +971 589643921

Address:

Baithul Noor, Adoor
Kadachira PO
Kannur (District)
Kerala State
India
Pin : - 670621

Personal Profile:

Date of Birth : **10.02.1995**
Sex : Male
Father Name : Abdul Azeez P M
Nationality : Indian
Marital Status : Unmarried
Religion : Islam

Language Proficiency:

- English
(Read, Write and speak)
- Hindi
(Read, Write and speak)
- Malayalam
(Read, Write and speak)
- Arabic (Read & Write)

OBJECTIVE

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge and also gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

PERSONAL SKILLS

- ❖ SMART (Specific, Measurable, Achievable, Reliable and Time Line) Work.
- ❖ Self-confidence, hard worker, loyal, honest & responsible.
- ❖ Able to work individually or as a part of team.
- ❖ Especially skilled in building effective Teamwork.
- ❖ Willing to learn new technologies and to work hard.
- ❖ Positive attitude and Dedicated towards duty.
- ❖ Strong Communication and Visualization.

ACADEMIC PROFILE

- ❖ **Bachelor of Commerce (B.com)**
Bachelor of Commerce (B.com) from Nalanda College, Kannur University, Kerala state, India in the year 2015.
- ❖ **Plus Two**
Higher Secondary School from Chala Govt Higher Secondary School Kannur, Kerala State, India In the year 2012.
- ❖ **SSLC**
High School from Kadachira Higher Secondary School, Kannur, Kerala State, India In the year 2010.

COMPUTER SKILLS

- ❖ Operating System :- Tally ERP 9
- ❖ Office Package :- Microsoft Word, Microsoft Excel, Power Point.

Passport Details:

- Passport No : L7861425
- Date of Issue : 12.03.2014
- Date of Expiry: 11.03.2024

Driving License Details:

Driving License No : 746251
Issue Date : 07.03.2021
Expiry Date : 06.03.2023

Hobbies:-

- ❖ Volunteering and Community Involvement
- ❖ Reading Book
- ❖ Travelling & Photography
- ❖ Playing Football
- ❖ Listening to music

Reference:-

Abuthakir

(Sales Supervisor)

First Choice B/M Trd. LLC

Al Dhaid

Sharjah

Phone :- +971 56198 5456

JOB ORIENTED SKILLS

- ❖ Checking all the Books and Accounts of the firm.
- ❖ Preparing Cash Memo.
- ❖ Preparing Stock Reports.
- ❖ Believable for any Finance Related Works.
- ❖ Examine inventory to verify journal and ledger entries.
- ❖ Can efficiently work with MS Office.
- ❖ Good Typing Skills.
- ❖ Expertise in working with MS Excel and Tally ERP9.

PROFESSIONAL EXPERIENCE

- ❖ Organization : **First Choice Building Materials Trading LLC (Sharjah)**
Duration : **Feb 2018 to at Present.**
Designation : **Accountant, Purchase**
- ❖ Organization : Malabar Palace Restaurant – Kerala.
Duration : Sep 16 to Dec 2017
Designation : Accountant.
- ❖ Organization : Malabar Palace Restaurant – Kerala.
Duration : Jan 16 to Aug 2016.
Designation : Cashier.

JOB RESPONSIBILITY:-

- Handled the complete Cash Related Works.
- Preparation of various Stores, Shop Related Reports.
- Helped in preparation of financial statement.
- Handled accounts payable and accounts receivable.
- Banking Purposes.
- Stock Entry

DECLARATION

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

Place : Adoor

Date :

Thanking you

Sabith Nadu Kandy