

RESUME

NAZIL THARAL NADUKKANDY

Contact	:	(+971)0567190817
Email	:	muhammadnazilabc@gmail.com
Passport #	:	M4797436
Date of Birth	:	29/12/1995
Visa Status	:	Job visa



OBJECTIVE: To be associated with a leading and progressive organization which would give me the best opportunities to improve and utilize my skills and knowledge. To give priority to the organization needs, get the satisfaction of my work and be a part of the team that works dynamically towards the growth of the organization.

JOB EXPERIENCES

- Worked as book keeping account cum cash/bank cheque payment and office in charge **M2H IMPORT EXPORT OFFICE KANNUR-IRITTY KERALA INDIA** for 2 year.
- Worked as cashier cum accounts at **NESTO HYPER MARKET -AJMAN UAE** for 5 year.

JOB RESPONSIBILITIES

- Product checking and confirmation for sales return replacement.
- Weekly reconciliation of sales and stock.
- Inspection of goods before dispatch for outgoing shipments and on delivery of incoming shipments.
- Preparing packing list cross verification against sales order.
- Check shipments before loading the vehicle.
- Keeping Cash /bank cheque payment in to customer
- Preparing purchase order

- Preparing invoice bill
- Preparing delivery note, declaration form, E - form and return in sale tax site
- Check and update stock registration, journal and ledger book
- keeping daily cash/ bank cheque transaction
- Paid sale tax and customs tax in sale TAX office
- Monthly sales return submitted by auditor
- check and confirm daily export or import items

EDUCATIONAL QUALIFICATION

Current Status : **B.COM** (Not completed)

Certification Status : University of Kannur, Kerala

Experience : 7 Years Experience in Cashier Accounts and Sales

Software and computer-experience

- Microsoft Office (excel And word)
- LS Retail Software
- POS Software
- Easy Resto Software

LICENSE STATUS : UAE Manual Driving License
License NO : 322601

DESIGNATION

- ☐ Accountant
- ☐ Cashier
- ☐ Office boy
- ☐ Reception
- ☐ Sales Executive

PERSONAL INFORMATION

Father's Name : Ashraf Airtha Kandy

Marital Status : Single.
Religion : Islam.
Home address : Kannur Mattannur , Kerala – 670702
Contact : +91 9947515034 , 9656464169
Language Competency : Malayalam , English, Hindi, Arabic (Read And Write).

PASSPORT DETAILS

Passport No : M4797436
Place of Issue : KOZHIKODE
Date of issue : 30/12/2014
Expiry Date : 29/12/2024

REFERENCES

Will be furnished on demand.

DECLARATION

I hereby certify that, the particulars furnished by me are true and correct to the best of my knowledge.

NAZIL THARAL NADUKANDY