

Resume

Muhammad Azzam PK

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Address: Al Nahda, Sharjah,
U.A.E



CAREER OBJECTIVE

A confident, multi-skilled and capable Administrator with excellent knowledge of finance & management procedures. Exceptional analytical & problem-solving skills moreover able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and management procedures. Now looking for a new & challenging Management position, one which will make best use of my existing skills and experience & also further my development.

KEY SKILLS

- Excellent written and verbal communication skill.
- Excellent time management skills, multi task and prioritize work.
- Internet and Ecommerce skill management.
- Sincere and hardworking.
- Quick learning and understanding.
- Strong organizational and planning skills.
- Well knowledgeable in office equipment's.
- Very good to deal with people and a good team player.
- Adapting to dynamic environment.
- Strong leadership and motivational skills.
- Good all-round Financial Management Knowledge.

IT SKILLS

- MS Office
- Tally and Peachtree
- Photoshop & Adobe illustrator
- Proficient in handling computerized equipment such as Fax, Photocopier, Printer, Scanner and others.

EDUCATION

- **Master's Degree in Business Administration from Anglia Ruskin University UK.**
Cromwell UK International Education, U.A.E.
- **Pearson BTEC Level 7 Extended Diploma in Strategic Management and Leadership from Pearson Education Limited UK.**
Cromwell UK International Education, U.A.E.
- **Advanced Diploma in Financial Accounting, Manual Accounting, Tally, Peachtree, Excel.**
College of Commerce, Kerala
- **Bachelor's Degree in Commerce with corporation.**
Calicut University, MERCY Arts & Science College, Kerala, India.
- **H.S.E (Commerce) in 2008 - 2010**
Board of Higher Secondary Education, Kerala.
- **SSLC in 2007 - 2008 from Board of Secondary Education, Kerala.**

PROFESSIONAL EXPERIENCE

Cromwell UK International Education FZE Sharjah, U.A.E

Marketing Representative / Administrative Assistant (2015 – 2018)

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Al Mustaqem Office Equip Tr. Sharjah, U.A.E

Sales Man Branch InCharge Cum Assistant Accountant (2018 – 2020)

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Handle the reception area, answer and transfer calls, take messages reply to emails.
- Lead, inspire and motivate store teams to achieve top line target and front-end margins.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Maintaining an orderly appearance throughout the sales floor.
- Introducing promotions and opportunities to customers.
- Providing Administrative Assistance to manager.
- Handling company monthly bills SEWA, Etisalat etc... And remind cheque dates and company trade license, insurance, vehicle related documents expiry and renewal.
- Providing Accounts Assistance to Main Accountant.
- Recording and proper filing of documents and ensure employees files are kept up to date.
- Collecting cheques and payments.
- Monitor staff attendance in coordination with the HR department.

LANGUAGES KNOWN

- Read & Write: English, Arabic & Malayalam
- Speak: English (Good), Hindi(basic), Arabic (basic) Tamil (basic)& Malayalam (Native)

PERSONAL PROFILE

Father Name : Moidu Hajee
Age and Date of Birth : 29 yrs. 21 August 1992
Gender : Male
Nationality : Indian
Religion : Islam
Marital Status : Married
Hobbies : Watching movies, sports and listening speeches, songs.
Strength : Confidence, Hardworking, Quick learning
Passport no : L4887691, Date of expiry 29th December 2023
Visa Status : Visit Visa, Valid until 25th April 2022.
Driving license : UAE file opened, Indian M/C with gr, LMV, A/R

DECLARATION

I hereby declare that above furnished details are true to the best of my knowledge.

Date :15.03.2022

Place : Sharjah

Muhammad Azzam P K