



MOHAMMED RAHEESH P T

OBJECTIVE

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

ACADEMIC QUALIFICATION

- ❖ PG Diploma in Logistic & Shipping
ISRF Manjeri
- ❖ B com Finance
MTM College, Calicut University
- ❖ PLUS TWO
Higher Secondary Education Board Kerala
- ❖ SSLC
Kerala Board

WORK EXPERIENCE

- ❖ 1 Year experience as a Cashier & Accountant in
MENZONE TEXTILES & READYMADE (Kerala)

COMPUTER PROFICIENCY

- ❖ Certified Accounting Technician (CAT)
- ❖ MS Word/ Excel Tally
- ❖ Basic Operation
- ❖ Internet & E-Mail

PERSONAL STRENGTH

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time management.
- **MANAGEMENT** - Management skills to direct others and review others performance

DECLARATION

I hereby declare that all the above statements made in this resume are true to best of my knowledge and belief.

MOHAMMED RAHEESH P T

CONTACT DETAILS



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Dubai United Arab Emirates



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KEY SKILL

Team Work Work Ethic Communication
Leadership Organization skills
Time Management Interpersonal ability
Detail Oriented Punctual
Quick Learner Hardworking
Analytic Skills

PERSONAL DETAILS

Nationality : Indian
Religion : Islam
Marital Status : Single
Date of birth : 09/03/1998

PASSPORT DETAILS

Passport No. : R 5535564
Passport Validity : 07/01/2028

LANGUAGES KNOWN

- English
- Malayalam
- Hindi