

MUHSIN K.P

United Arab Emirates

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Visa : 3 Month visit visa



CAREER OBJECTIVE

Admin Assistant Seeking obtain and secure a position which allows me to utilize my skills, knowledge and abilities which include but are not limited to: financial reporting knowledge and retrieving data, database queries, generating reports, planning, managing communication skills and customer service.

WORKING EXPERIENCE

❖ ECOM EXPRESS

Role: Admin Assistant

📅 November 2020- June 2022

📍 Payyanur ,Kerala

- ❖ Worked at Accountant Payyannur, Kerala in India. E com Express Courier Service Company for November 2020 – June 2022.

❖ MAJESTIC TRAVELS

Role: Admin Staff

📅 September 2017 - October 2019

📍 Al Ain, UAE

- Worked as an Accountant at Al Ain, UAE with Majestic Travels September 2017 to October 2019

❖ Hi-Tech Interiors Homemakers

Role: Admin Assistant

📅 October 2013 - September 2016

📍 Payyannur, Kerala, India

- Worked as an Interior Designer & Accounts at Payyannur Kerala India. Hi-Tech Interiors Homemakers . October 2013 to September 2016.

SKILLS

- Data trending knowledge
- Controlling the Office Assistant provide needful support to other departments.
- Preparation of invoice and payment vouchers.
- Ms Word Ms Excel
- Documentation and Data entry.

EDUCATIONAL QUALIFICATIONS



Higher Secondary Certification

Board : National Institute of Open Schooling, India.
Year : 2012



Secondary School Leaving Certification (S.S.L.C)

Board : Kerala Board of Public Examinations, Kerala, India.
Year : 2008

PROFESSIONAL QUALIFICATIONS

- **Advanced Diploma in computerized financial Account (ADFA).**
- **Advanced Diploma in Multimedia & Animation (ADMA).**
- **Advanced Diploma in Airlines and Hospitality Management with Zabeel Airline Academy, Division of Zabeel Institute of Management and Technology.**

ADDITIONAL QUALIFICATIONS

- Two-years Driving experience in all over UAE.
- Completed First Aid Senior Course (Basic), Indian Red Cross initiated by St. Johns Ambulance Association.
- Participated in Airport Expose Programs conducted by Zabeel International Institute of Management and Technology.

LANGUAGES KNOWN

- English, Malayalam, Tamil, Hindi & Arabic (Reading and Writing).

PERSONAL DETAILS

❖ Gender : Male
❖ Date of birth : 25/04/1992
❖ Nationality : Indian.
❖ Passport No : L1572951
❖ Marital Status : Single
❖ Visa Expiry : 15/09/2022

DECLARATION

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

MUHSINK.P