

SALMAN KHAN



Address Dubai, DU

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To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

AutoCAD knowledge

●●●●●
Advanced

MS office

●●●●●
Advanced

Data Entry

●●●●●
Advanced

Excellent Communication

●●●●●
Advanced

Good Telephone Etiquette

●●●●●
Advanced

Work History

2021-04 - 2022-09

Mechanical Supervisor

Ashok Leyland Limited, Osur, Tamil Nadu

- Protected workers and general public by enforcing strict safety practices.
- Worked effectively with other departments, vendors and regulators to achieve operational objectives.
- Trained mechanical department personnel in procedures and safety requirements.
- Scheduled, assigned and monitored maintenance programs for mechanical and related systems.
- Provided emergency response to handle urgent breakdowns.

2019-12 - 2020-12

Accountant

Ramees Restaurant, Kollam, Kerala

- Gathered financial information, prepared documents and closed books.
- Gathered data on taxable income, deductibles and allowances for tax preparation.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Modified comprehensive reporting to reflect changing financial structure.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.

2017-11 - 2019-12

Cashier Cum Accountant Assistant

Beena Steels, Kollam, Kerala

- Analyzed and verified employee expense reports for accuracy.
- Communicated with suppliers to reconcile invoice payments.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.
- Processed payroll by validating work hours and attendance of employees.
- Helped prepare month-end, quarterly and year-end closings.

Education

2017-06 - 2020-03	Mechanical Engineering Diploma: Mechanical Engineering <i>SN Polytechnic College - kollam</i> First class
2015-06 - 2017-03	Higher Secondary (Plus 2): Science <i>TKM - - Karicode</i> GPA: 77
2014-06 - 2015-03	SSLC <i>Krist Raj H.S.S - Kollam</i> GPA :100%

Additional Information

PASSPORT DETAILS
passport no : S8646527
expiry : 03-2-2029

VISA STATUS
visa : visit visa
expiry : 13-02-2023

Permanent Address : Bismil manzil, peoples nagar 71 , kadappakada,kollam
Nationality : Indian

Languages

English	Advanced
Hindi	Upper intermediate
Malayalam	Advanced
Tamil	Advanced

Declaration

I hereby declare that the above details are true to my knowledge and belief.
Salmankhan H
Place : Dubai