



# MUHAMMED MURTHALA

## OBJECTIVES

To make a career in your esteemed organization as it provides enough challenging opportunities to develop my skills and exhibit my capabilities to the extent as well as to contribute to the growth of the organization in the best possible way. Confident, Focused, forward thinking, Managing, Leadership Skilled, Disciplined, and Well behaved.

## CONTACT

### PHONE:

+971 586261849    
+91 9539939533 

### EMAIL:

murthalamk@gmail.com

## LANGUAGES

### [SPEAKING READING AND WRITING]

ARABIC  
ENGLISH  
MALAYALAM  
HINDI

## EDUCATION

### Bachelor of Commerce

Minority College – Calicut University, Padinjaranghadi,  
Kerala, India - 2018

GOVERNMENT HIGHER SECONDARY SCHOOL  
KUMARENELLUR – 2015

## IT EXPOSURE

SAP, TALLY ERP9, PHOTOSHOP  
MICROSOFT OFFICE [WORD, POWERPOINT, EXCEL,  
OUTLOOK].

## PROFESSIONAL SNAPSHOT

COMPREHENSIVE KNOWLEDGE OF TALLY & PEACHTREE  
KNOWLEDGE OF GENERALLY ACCEPTED ACCOUNTING STANDARDS  
AND PRINCIPLES  
MANAGING IMPORTS & EXPORTS, PAYABLES AND RECEIVABLES  
FILE MANAGEMENT & OFFICE ADMINISTRATION.  
MAINTAIN ADMINISTRATION OFFICE.  
NATIVE ENGLISH SPEAKER

## EXPERIENCE

2-year Experience as Sales-Executive in Sanford  
Trading LLC, Dubai.

1-year Experience as an AUDITOR & ACCOUNTANT &  
G.S.T FILING OFFICER at Sreekumar & Associates,  
Edappal, Malappuram District.

## PERSONAL PROFILE

PASSPORT NUMBER: S8997741  
VISA STATUS: RESIDENCE VISA  
U.A.E DRIVING LICENSE NUMBER: 4106505  
Date of Birth : 02 MAY 1997  
Father's Name: MOOSA MK  
Nationality : Indian  
Marital Status : Single  
Blood Group : B Positive  
Religion : ISLAM

### INTERESTS & HOBBIES

READING, TRAVELLING, SPORTS ACTIVITIES.

### PERSONAL STRENGTHS

Excellent interpersonal and communication skills

- Good attitude and strong sense of commitment
- Self-confident and Hard work.
- Team player with good time management and Leadership skills.

### SKILLS

Managing and organizing skills, Handling Accounts, Problem solving abilities, good **MULTILINGUAL** verbal and written communication skills, and willingness to learn.

### TEACHING AND TRAINING

SPORTS ACTIVITIES

### DECLARATION

I hereby declare that the above information provided is true to the best of my knowledge and can be Supported with reliable documents when needed.

Place: Al Ateek Building, Abu shaghara, Sharjah.

Date: 30/06/2022.

MUHAMMED MURTHALA.

