



MOHAMMED IRFAN MK

ACCOUNTANT

CONTACT

- +971581985356
- Irfanmk645@gmail.com
- Dubai, United Arab Emirates

TECHNICAL COURSE

- Professional Gulf Accountant, GCC Vat

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & Email	★★★★★

PASSPORT DETAILS

Passport Number	: V2122805
Date of Expiry	: 22/07/2031
Place of Issue	: Kozhikode

LANGUAGES KNOWN

English		100 %
Malayalam		100 %
Hindi		85 %

INTERESTS

- Songs
- Travelling
- Social Networks

CAREER ABRIDGEMENT

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.

KEY SKILLS

Team Work	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Time Management	Self-motivated	
Problem Solving Ability	Hardworking	Positive Attitude	Honesty

ACADEMIC CREDENTIALS

BACHELOR OF BUSINESS ADMINISTRATION IN HRM | 2018 – 2021

- University of Calicut

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

PERSONAL STRENGTHS

- 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.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 23/02/1999
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Meena Bazar burdubai Dubai, United Arab Emirates

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

MOHAMMED IRFAN MK