



NIJAS SALAHUDEEN

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Deira, Dubai, UAE

PERSONAL DATA

Date of Birth : 15/11/1993

Father Name : Salahudeen

Gender : Male

Nationality : Indian

Marital Status : Single

Caste & Religion: Islam-Muslim

Visa Status : Visiting Visa

PROFILE SUMMARY

An enthusiastic graduate with strong managerial skills, highly motivated and easily adaptable pursuing degree in B.com Computer Application.

CAREER OBJECTIVE

To seek challenging avenues in business administration field where I can utilize my skills, knowledge and effort effectively for the organization growth while having maximum participation in the team so as to have a highly rewarding career with a healthy work environment

ACADEMIC PROFILE

- B.com Computer Application from University of Kerala- (2012-2015)
- Higher Secondary Education under Kerala Education Board- (2010-2012)

WORK EXPERIENCE

Natarajan & Associates 01/07/2015- 31/12/2016
Accounts Executive And Auditing Executive

COMPUTER KNOWLEDGE

- Good knowledge in Tally, MS Office suite (Word, Excel, Power Point, Outlook, Access), MAC, Windows versions and many computer software's.
- Excellent skills in preparing and maintaining spread sheets, word documents and presentations
- Business correspondence letters and memos writing, editing for content
- Accustomed to Internet-mail and related

LINGUISTIC PROFICIENCY

- . English, Malayalam & Hindi

PERSONAL SKILLS

- . Quick learner and eager to learn new things
- . Good interpersonal skills and much dependable
- . Positive attitude and behaviour
- . Full commitment in under taken task
- . Good creative,logical and analytical skill

DECLARATION

I hereby declare that all the information furnished above is true to the best of knowledge

Nijas Salahudeen