



MUHAMMED NOUFAL OT

CONTACT

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📍 UAE

ACADEMIC CREDENTIALS

Bachelor of Commerce : **Finance** – 2019 | 73.10%
University of Calicut, Kerala, India

Senior Secondary (XII) : **Commerce**
Computer Application – 2016 | 76.33%
Board of Higher Secondary Examination, Kerala, India

Higher Secondary (X) – 2014 | 75%
Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office	★★★★
Basic Operations	★★★★★
Internet & Email	★★★★★
Tally	★★★★
Typing	★★★★
Designing	★★★★

LANGUAGES KNOWN

- English
- Arabic
- Malayalam (Mother Tongue)

DRIVING LICENSE DETAILS

✓ Holder of Valid Indian Driving License

PERSONAL INTEREST

- ✈ Travelling
- 🎧 Listening Music
- 📺 Watching Travelogues

REFERENCEE

Available upon request

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organisation through self-improvement by excelling in all responsibilities with sincere hard work, dedication and commitment. To work towards the development of the organisation & grow with it.

EMPLOYMENT CHRONICLE

- **ADMINISTRATIVE ASSISTANT CUM ASSISTANT ACCOUNTANT** | 3 Years
AL-FAROOQUE SHAREEATH COLLEGE, PANDIKKAD, KERALA, INDIA

KEY SKILLS

Energetic

Leadership

Conflict Resolution

Decision Making

Organization Skills

Communication Skill

Accuracy

Critical Thinking

Excellent problem-solving Skill

Presentation and professional speaking

KEY RESPONSIBILITIES

- Planning and coordinating administrative procedures
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Recruit and train personnel and allocate responsibilities and office space
- Manage schedules and deadlines
- Ensure the smooth and adequate flow of information within the institution.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Preparing statutory accounts.
- Recording and filing cash transactions.
- Working with spreadsheets, ledgers and journals.
- Bank reconciliation.
- Handle petty cash.

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.
- **ORGANISATION** – 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.

CERTIFICATIONS

- **Post-Graduation in Islamic Studies (YAMANI)** – 2020 | 82.33%
Jamia Yamaniyya Arabiyya Kuttikattur , Kerala
- **NSS VOLUNTEER**
Certificate of Merit National Service Scheme.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 03/11/1997
Nationalit	: Indian
Marital Status	: Single

PASSPORT DETAILS

Passport No	: N8568761
Date of Expiry	: 10/03/2026
Place of Issue	: Malappuram

VISA STATUS

Visa Status	:Visit Visa
Expires on	: 20/09/2022

DECLARATION

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

MUHAMMED NOUFAL OT