



NOUFAL.S

To work with a growing organization and contribute towards the growth of the organization and to earn experience with perseverance, dedication, and achieve organizational goals in a spirit of teamwork and cooperation.

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KNOWLEDGE AND SKILLS

- Team Leadership
- Problem Solving
- Customer Relation & Support
- Project Management
- Strong Communication
- Organized & Committed
- Data entry and management
- Proficiency in MS Office (Excel, Word, PowerPoint...)

LANGUAGE

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 20/03/1995
- Marital Status : Single
- Driving License : Valid(India)
- Visa Status : Visit Visa

PASSPORT DETAILS

Passport Number : P6564069
Place of Issue : TRIVANDRUM
Date of Issue : 25/04/2017
Expiry Date : 24/04/2027

WORK EXPERIENCE

ALIF Enterprises, Trivandrum | India

Assistant Accountant Cum Storekeeper (Jul 2019 – Nov 2021)

- Inventory control and their proper valuation
- Quality checks on incoming shipments and stocking products
- Replace any damaged items and report the incident to the proper authorities
- Preparation of Bank reconciliation
- Control of daily bank deposits with receipts
- Preparation of Salary sheet & Disposal of Salary
- Preparation of Monthly profitability, Cash flow, fund flow etc on timely basis

South Indian Distributors , Trivandrum | India

Assistant Accountant (Aug 2015 – Jun 2017)

- Inventory control and their proper valuation
- Preparation of Salary sheet & Disposal of Salary
- Preparation of Monthly profitability, Cash flow, fund flow etc on timely basis

EDUCATION

- **Bachelor of Business Administration**
Year of Course Completion (2015)
University of Kerala, Trivandrum

CERTIFICATES

- **Diploma In Indian and Foreign Accounting-IAB**
(2019/07-2020/02)
Grade B , Trivandrum, Kerala

DECLARATION

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

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