



ABOOBACKER SIDDIQUE M

DETAILS

0589071214

siddim111@gmail.com

Dubai, UAE

ABOUT ME

Passport Details

Passport No:U4784192

Expiry Date:02-03-2030

Nationality:India

Visa Status

Visa : Visit Visa

Languages Know

English

Hindi

Malayalam

Date of Birth

30-07-1998

Martial Status: Single

Gender : Male

COMPUTER & TECHNICAL KNOWLEDGE

Microsoft Advanced Excel ,

Ms Word , Ms Power Point

Tally , Peachtree ,

Quick Books

CAREER OBJECTIVE

To give my level best to the institution I work with. To work with the organization that provides a friendly environment with good career opportunities in accounts and other commerce related fields and provide service to the organization, at my best level through sheer dedication and hard work.

WORK EXPERIENCE

- **1 Year experience as Accountnat with Bismillah Trading –Kasargod –Kerala –India**
- **1 Year experience as Sales – D-Mart Hypermarket -Kasargod –Kerala –India**

Patience to deal with oscillating situations, ability to sustain realist point of view, ability to understand and cope with challenging problems, maintain a stable mindset in a fluctuating environment, flexibility to adapt to demanding situation.

good communication Skills , pleasing personality , positive attitude , High level of attention to detail, capable of motivating and handling a group of members to achieve the assigned target through Ground

EDUCATIONAL BACKGROUND

- B.Com (Degree) –Kannur University –Kerala
MIC ARTS AND SCIENCE COLLEGE-
- IDFTA –International Diploma in Finance & Tax
Accounting -1 Year (Tally , Advanced Excel Peachtree ,
Quick Books)-2019-2020

TRIANING UNDERTAKEN

- One year training all accounting software (Tally, Peachtree, Quick book, MS Excel and PowerPoint), at Institute of Technology and Tax Accounting, Kasaragod, Kerala, India

REFERENCES

- Preparing Invoicing, Receipt Reports,
- Preparing up date and receivable with customer statement
- Follow up payment collection of customer
- Preparing up to date Inventory report
- Preparing and update for petty cash
- Weekly report submit for Finance manager
- Scheduling accounts for finalization
- Doing regular Office correspondence
- Listen to customer requirements and present appropriately to make a sale
- maintain and develop relationships with existing customers in person and via telephone calls and emails
- cold call to arrange meetings with potential customers to prospect for new business
- respond to incoming email and phone enquiries
- act as a contact between a company and its existing and potential markets
- negotiate the terms of an agreement and close sales
- gather market and customer information

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

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