



Mr. Ajmal Kabeer



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Dubai
UAE

OPERATING SYSTEM :WINDOWS

ACCOUNTING PACKAGES : TALLY
ERP.9

OFFICE PACKAGES : MS OFFICE
Apps



INTERESTS

Reading

Travelling

Study about new technologies



TECHNICAL SKILLS



CAREER OBJECTIVE

To achieve high career growth through a continuous learning process, keep myself dynamic, visionary and competitive with the changing scenario of the world and to contribute for the growth of our country.



EXPERIENCE

CONSULATE GENERAL OF INDIA - DUBAI

Consular Assistant

October 2020 - Present

- Providing consular assistance in accordance with current guidelines responding to general correspondence.
- Deliver a high level of customer service, including handling enquires from members of the public and inmates while being confident delivering difficult messages/managing expectations.
- Maintaining case files of the legal, financial, psychological database and managing them to a satisfactory conclusion.
- Keeping the Supervisors, Vice-Consul informed of developments in cases.
- Maintaining close links with local authorities including, but not limited to, lawyers, immigration, airlines authorities.
- Perform other duties as assigned

ARAB BEVERAGES ESTABLISHMENT

Sales Accountant

December 2019 - October 2020

- Preparing daily,weekly, monthly reports.
- Preparing and maintaining stock.
- Strong negotiation
- Reconciliation of bank and stock
- Customer database management
- General bookkeeping

Bharath Group Pvt Ltd

Sales & Marketing Assistant

2016 October - 2017

- Help in the creation and editing of content for the blog and weekly offer ads
- Manage and update company database
- Assist team members with the creation of content for social media platforms
- Updating documents and sales records.
- Identifying potential weaknesses and offering improvement suggestions.



ACADEMIC QUALIFICATIONS

Master of commerce

Madurai Kamaraj University

60%

2019

Bachelor of Commerce

University of Kerala

51 %

2016

Microsoft Excel

Microsoft Word, Powerpoint,

Office suites

Open bravo Tally ERP



CERTIFICATIONS

Digital Marketing

40 hours

Certified by google digital garage

Fundamentals of MS Excel

40 hours

Certified by Elance Learning Provider.

Driving License

02/9/2022

United Arab Emirates



PERSONAL STRENGTHS

conscientious

Team player

Quick learner

Punctual and time keeping

Excellent attention to detail

Can work under stress

Customer service skills

Hosting officials



PERSONAL DETAILS

Date of Birth : 19/11/1994

Marital Status : Married

Nationality : Indian

Known Languages : English, Hindi, Malayalam, Tamil, Arabic

Passport : R 9033279

Driving Licence : 4042674 Dubai, UAE

Visa status : Visit visa



DECLARATION

I am keen to continue my career and prepared to work hard in order to achieve organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge