

Curriculum Vitae

MOHAMMED MUSTHAFA K P

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Al khail Gate 1-12 G01 , Al Quoz Dubai



Post Applied For : Accounts/Admin/office Assistant, Office Boy, Sales Assistant, Warehouse Assistant, Supermarket/Hypermarket positions/Catering Assistant etc

OBJECTIVES

To be associated with a progressive organization to become a part to the team that dynamically works toward the growth of the organization to utilize my complete potential and creative skill pushing myself for the limits on order accomplish of task for the betterment of the company.

Educational & Technical Qualifications

- Bachelor of Commerce (Finance) Completed – Waiting for Result – Calicut University.
- Diploma in Indian and Foreign Accounting – G Tec Computer Education
- MS Office
- Manual Accounting & ERP
- Tally ERP 9.0 and Prime. * SAGE 50 (Peachtree) * Quick books
- Board of Higher Secondary - Commerce

Skill Highlights

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|--------------------------|----------------------------|
| • Quick learner. | • Sincerity & Honesty. |
| • Strong decision maker | • Innovative Creative mind |
| • Complex problem solver | • Service-focused |
| • Leadership | • Multi Tasks |

Work Experiences

- Accounting/Sales Assistant in BestTree Supermarket Edavannapara Kerala – 6 Months.
- Catering Assistant – Royal MSP Service & Settings –Malappuram Kerala- 5 Years (As part time-during Higher Study time)
- Accounts Assistant – Envira Water Co Kerala – 1 Month Internal Ship.

Languages Knows

- English - Read Write Speak
- Hindi – Read Write Speak (Basic)
- Malayalam- Read Write Speak
- Arabic- Read, Write

Personal Profile

- **Date of Birth : 12 October 1999.**
- **Passport Number & Expiry Date: U9954865 24-06-2031**
- **Visa Status: Visit Visa 90 Days (Expiry date: 28 Aug 2022) Can join immediately**
- **Nationality: INDIAN**
- **Religion: ISLAM**
- **Marital Status: Single.**

Declaration

I hereby declare that the above given statements are true and correct to the best of my knowledge.

Mohammed Musthafa KP