

RESUME



Aslam Khan A.A

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PERSONAL DETAILS

Nationality: India

Date Of Birth: 28/05/1997

Marital Status: Single

Visa Status: Visit visa

LANGUAGES

- English – Proficient
- Malayalam – Native
- Tamil - Speak

INTERESTS

- Driving
- Gaming
- Surfing
- Playing football
- Social Activity

“Seeking for a position to work as a part of dynamic crew member in your organization where I could make a significant contribution while developing my skills yet further. I am an intuitive and organized person with a highly professional attitude, great communication skills and most importantly great interpersonal skills.”

Work Experiences

Designation : **Customer Service Agent**

Company : Micro Health Laboratories

CIAL Rapid test (December 2021 - March 2022)

Kerala, India

Designation : **Administrative Executive**

Company : MCR Textiles (April 2020 – November 2021)

Kerala, India

- Organising meetings and appointments
- Transcribe notes to share with stakeholders
- Developing and managing documentation for reports
- Preparing expense reports
- Monitoring inventory of supplies

Designation : **Assistant Accountant**

Company : Hindustan Petroleum (April 2018 - March 2020)

Kerala, India

- Preparing and managing daily cash transactions reports
- Reviewing and approving payments, invoices
- Processing invoices and generating checks
- Handling cash management, preparing vendor accounts
- Maintaining inventory, posting of cash book receipts and payments
- Ensuring general ledger entries are accurate and in line with company procedure

Academic Qualifications

- CCNA and CCNP - INET Infotech
- B.Com (Bachelor of Commerce) - C. Ford College

Skills

- | | |
|------------------------------------|-------------------|
| • Good communication skills | • Leadership |
| • Confident | • Team management |
| • Committed and hardworking | • Responsible |
| • Good management skills | • Adaptable |
| • Open to learning and experiences | |