



NUFOOR MUNDAYIL

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Al Dhaid, Sharjah, UAE

UAE Driving Licence Details (MANUAL)

Licence No : 729045

Date of issue : 28/09/2020

Place of Issue: Sharjah

Bcom Certificates attested
(Embassy Attested)

KANNUR UNIVERSITY

PASSPORT DETAILS

Passport No : U2851376

Place & Date of Issue : 08/12/2020

Date of Expiry : 07/12/2030

Languages Known: Arabic, English,
Hindi, Malayalam

PERSONAL INFORMATION

Date of birth : 12/01/1991

Nationality : Indian

Religion : Muslim

Marital Status: Married

Visa Status : Employment

RESUME

OBJECTIVE

To seek a challenging position with strong desire to make a substantial and positive impact towards the success of the organization and my own career growth.

JOB PROFILE

- Verification of Day Book, Purchase Ledger, Sales Register, Fixed Assets Register, General Ledger, Debtors and Creditors book
- Posting of purchase ledger sales ledger and Debtors/Creditors book.
- Maintaining day book.
- Maintenance of Bank accounts and reconciliation of the same.
- Preparation of Payment and Cheques.

Work Experience

UAE Experience

- Presently working as a Store Incharge with M/s. Noor Al Madina Super Market, Al Dhaid, Sharjah, UAE since: 20/07/2014 to till date

Experience in India:

- 1 Year worked as an Accountant with M/s. Concord Construction, Karnataka, India.

Educational Qualification

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|-----------|--|
| 2009-2012 | Bachelor Of Commerce with Co- Operation(B.com)
Kannur University, Kannur, Kerala |
| 2007-2012 | Plus Two Commerce (Higher Secondary Education
Board of Kerala |
| 2006-2007 | SSLC (Board of Public Examinations, Kerala) |
| 2012-2013 | National Certificate in Modular Employable Skills
(Indian and Foreign Accounts) |
| 2012-2013 | Advanced Diploma In Computer Financial
Accounting (Tally Erp9, Peachtree, MS Excel) |

Computer Knowledge

Tally ERP9, Practical Accounting, Quick Book Accounting, Advanced Excel, E-filing of Statutory Returns

Declaration

I hereby declare that the all above given information are the true and correct.

Place: SHARJAH

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