**CV NO. 2009064**

**MUHSIN. P.P**

**Career Objective**

To build a challenging career with a reputed company and to serve the company with extreme dedication, put forth my knowledge for the benefit of the organization and be a dominant part of the company. An organized, bright and confident college leaver who is able to work closely with various stakeholders to ensure a timely and efficient recruitment and marketing process in any Administration or Sales department.

**Summary**

* Talented and energetic graduate with skills in administration.
* Well organized, punctual and efficient in the entrusted duties.
* Quick learner and hard worker.
* Excellent communication and writing skills.

(First Class)

**Professional Summary**

(Distinction)

 Company : Super Tyres - Kerala

 Duration : November 2010 – December 2012.

 Designation : **Accountant**

Key Attributes:

* Organize and maintain financial records
* Improve businesses efficiency where money is concerned
* Inspect account books and accounting systems to keep up to date
* Suggest ways to reduce costs ,enhance revenues and improve profits
* Examine statements to ensure accuracy

 Duration : May 2013 – October 2016.

 Designation : **Administrative Executive**

Key Attributes:

* Payroll calculation of all staffs.
* Coordinate with HR Department for all HR related aspects.
* Entering and updating student’s information into databases.
* Preparing Certificates for House Surgeons.
* All office procurement in charge.
* Preparing the Admission procedures for the new academic year.
* Preparing the Inspection Works of KUHS University & Medical Council of India
* Handling entire daily activities of the office.
* Maintaining the office supplies.
* Issuing employee change letters (promotions, transfer, salary change etc.)
* Preparing of Certificates on request to employees.
* Analyzing and collecting the student’s documents.
* Respond to department telephones
* Editing documents and presentations.
* Preparation of University Examination.
* To send all students details to KUHS University & Medical Council of India every academic year.

**Professional Summary**

Company : TBG Hyundai (India) Ltd. Duration : January 2010 - October 2010. Designation : **Sales Executive**

**Academic Qualification**

(Final Year)

 **B a c h e l o r of Business Administration 2007 - 2010**

(around 70%)

University of Calicut, Kerala - India

**Additional Qualification**

* Completed a course in “Maintenance of electrical & Home appliances” through the scheme of community development, for duration of three months in Government Polytechnic College, Kerala.
* Completed a course in “Diploma in Computerized Financial Accounting” during a period of three months in Institute of Information Technology, India.
* Completed a course in “Windows, MS Word, MS Excel, MS Power Point, Internet” during a period of two months in Institute of Information Technology, India.

**Technical & Software Skills**

* M i c r o s o f t office, Photoshop, OS – Win 98 -10, online skills.

**Strength**

* Able to work in a busy and varied role that requires good attention to detail.
* Accurate, timely, confidential and efficient record-keeping.
* Keeping abreast of changes in administrative policies and Procedures.

**Languages Known**

English : Write, Read, Speak Hindi : Write, Read,

Malayalam : Write, Read, Speak Arabic : Write, Read

**Personal Details**

Name: Muhsin. PP

Date of Birth: 01/01/1990

Marital Status: Single

Nationality: Indian

Visa Status: Visit Visa (Expire on 21st Feb. 2017)

References – Will be furnished upon request

|  |
| --- |
| **MUHSIN. P.P – CV No 2009064**Whatsapp +971504753686To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |