**RESUME**

# HASHIM

**Deira,Dubai**

**Email:** **hashim.337707@2freemail.com**

## Career Objective:

A reliable and self-motivated person with ability to multi-task and work under pressure. I take pride in being a hard working, dependable and dedicated employee. I promise that I would do, to the best of my ability and prove to be an asset to your organization at all times.

## Strength:

* Self motivated, Multi lingual, Hard working with rich experience in handling any kind of work.
* Take-charge professional with exceptional follow-through abilities, belief in professional integrity, company loyalty and strong motivator.
* Excellent interpersonal analytical and negotiation skills.
* A dedicated individual who possesses an excellent problem solving, coordination, management, organizational skills.
* Can handle multiple tasks effectively and very much flexible with time.
* Possess excellent organizational skills and can work well independently.

## Work Experience: -

Worked as an **Accountant** in Safath Agency, Calicut, Kerala, India. (Nov 2011 – Dec 2012)

Worked as an **Accountant** in Saju Brothers Traders Pvt. Ltd, Vatakara, Calicut, Kerala, India (Jan – Dec 2013)

## Worked as an Archives Clerk in Manelco Electrical Engineering ,qusais .Dubai

(march 2014- to ………..)

## Educational Qualifications:

Bachelor of Commerce from Calicut University, Kerala, India Plus Two (Higher Secondary Board of Examination, Kerala, India)

## Computer & Software Skills:

Accounting Packages: Tally, Peach Tree, Quick Books, Trade Easy

M S. Office Packages (Word, Excel, Powerpoint (etc) Internet, Email Applications and Web Browsing

## Personal Details:

Date of Birth : 3rd Oct 1988

Nationality : Indian

Marital Status : Single

Visa Status : Job Visa

Languages known : English, Hindi, & Malayalam

## Declaration:

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

## Hashim