AJMAL

BBA (Management)

Mob: C/o 971504973598

Ajmal.378475@2freemail.com

PERSONAL PROFILE

Bachelor of Business Administration in Management with **2 years of experience in Accounting** **&office administration,**seeking a position in a growth oriented organization where there is a practicaland fast-paced environment to utilize and enhance my knowledge and skill in order to cope with latest technology.

ACADEMIC QUALIFICATIONS

* **Bachelor of business administration (BBA)** under MG University in 2015.
* **Diploma in Logistics (consignment Booking Assistant)**
* **12th standard** under the Government of Kerala in 2012.
* **10th Standard** under the Government of Kerala in 2010.

PROFESSIONAL EXPERIENCE

* *ACCOUNTANT cum OFFICE ASSISTANT (1 YEAR)*

*JEEVANVEDAA AYURVEDICS, Thrissur, Kerala, India*

* + Execute Monthly payroll Activities.
	+ Prepare monthly And Quarterly Financial Reports.
	+ Handle Basic Data entry and Retrieval on Computer system.
	+ Learn to operate new Office Technologies as they are implemented.
	+ Stock Maintenances.
	+ Report and track expenditures.
	+ Execute month-end closing procedures and postings.
	+ Coordination with department heads on day to day basis
* *SALES EXECUTIVE cum BOOK KEEPING (1 YEAR)*

*TIPTOP FURNITURE, Calicut, kerala, India*

Work duties:

* Daily Book Keeping and Accounting Processes Including Payroll.
* Sales & Client Relationship Management.
* Preparing Sales Reports to Management.
* Sales Billing
* Prepare Journal Entries for prepaid expense and deferred revenue
* Receive and deposit all revenue.
* Wrote monthly reports for monitoring profit on a per sale basis.



SOFTWARE SKILLS

* Working knowledge in Computerized Accounting.
	+ MS Office and -Internet Applications.

AREA OF INTEREST

* + Accounts &Finance.
	+ Management &Administration.
	+ Logistics.
* Human Resource.

PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS

* Actively participated in the technical fest and various social service activities, co-curricular events.
* Academic Major project: A study on consumer buying behavior at Classy Furniture.

PERSONAL STRENGTH

* Business Development, Sales &Client Relationship.
* Good Skill in Managing People and Resources.
* Excellent Communication Skill.
* Willingness to Learn New Things.
* Positive Attitude towards Work.
* Team Oriented

PERSONAL DETAILS

|  |  |
| --- | --- |
| Name | Ajmal  |
| Present Address | Abudhabi, UAE |
| Nationality | Indian |
| Date of Birth | 15-04-1995 |
| Language Proficiency | English, Hindi& Malayalam |
| Passport No. |  (Date Of Expiry: 23/03/2027) |
| Visa Status | Visit Visa (Date Of Expiry: 10/05/2018) |
|  |  |

REFERENCES

References are available on request.

DECLARATION

I hereby declare that the above information is true to the best of my knowledge & belief.

Date: 12/02/2018 Ajmal