**YAHYA**

Email: [yahya\_386633@2freemail.com](mailto:yahya_386633@2freemail.com)

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| **MASTER OF BUSINESS ADMINISTRATION** |

**CAREER OBJECTIVE**

* To work in a professional environment, which will enable me to develop my potentials and also to meet the challenges and excel in a field, where I can fully utilize my skills and knowledge for the organization’s growth.

**WORK EXPERIENCE**

* Firm : (DUBAI GOLD)

Designation : ACCOUNTANT.

Duration : 3rd July 2017 – 30th September2018

**EXPERIENCE IN HANDLING**

* Handling monthly journal entries, accounts and various ledgers
* Preparation of balance sheets
* Preparation of final accounts-computerization of accounts of almost all types of business
* Writing up of book and finalization of accounts of trading
* Preparing payroll
* Reporting to management

**ACADEMIC CREDENTIALS**

* **MBA (FINANCE and MARKETING)** from Presidency College (Bangalore University), in the year 2017.
* **B.COM** from SREE SASTHA College (Calicut University), in the year 2015.
* **HSE** from V M C Govt. H S S Wandoor (Kerala State Board), in the year 2012.
* **SSLC** from V M C Govt. H S S Wandoor (Kerala State Board), in the year 2010.

**PROJECTS UNDERTAKEN**

* Employee Satisfaction Level in NREGA-BCOM
* A Study On Retailers Attitudes Towards Supernova Chilly Powder Brand With Special Reference to AMS Spices And Food Products Pvt. Ltd

**TRAINING**

* Two weeks Training in Finance department in Priya instant food company, Kerala
* Seven weeks Training in marketing department in AMS Spices and Food Products PVT LTD. Kerala

**PERSONAL STRENGTHS**

* Excellent cooperation skill and team building spirit
* Good leadership quality
* Effective communication skills
* Adaptable and passionate
* Positive and proactive nature
* Responsible at work and works under pressure
* Punctual

**COMPUTER PROFICIENCY**

* Windows 8
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Word
* Photoshop
* Basic computer hardware

**LANGUAGES KNOWN**

English, Hindi, Malayalam, Tamil.

**PERSONAL DETAILS**

NAME: YAHYA KHAN CTP

DATE OF BIRTH: 15-11-1993

NATIONALITY: Indian

PLACE: Dubai.