**CURRICULUM VITAE**



**MUHAMMED**

**EmailID :** [**muhammed-39293@2freemail.com**](mailto:muhammed-39293@2freemail.com)

**OBJECTIVE**

To work in challenging environment and to be a part of a team involving myself giving the expected result and in addition to contribute toward the growth of the organization through new ideas and skills.

**PROFILE:**

* Preparing Financial Documents such as invoice, bills and accounts payable andreceivable.
* Completing the purchaseorder.
* Scan goods and ensure pricing is accurate.
* Stock shelves following the supermarket’s policies and make sure that any out of stock product is informed to the supervisor.
* Maintain the company ledger and cashbooks.
* Coordinating internal and externalaudit.
* Managing day to daytransaction
* Posting dailyreceptors

**Qualification:**

* Prof. Diploma in Network Engineering at KELTRON (A Gov. of Kerala Undertaking). (2014)
* Diploma in Tally Accounting at cyber computerkollam, kerala. (2014)
* Bachelor Degree in science at T.K.M College of arts & science, kollam, kerala. (2013)
* XIIth (HSE) Course in Science at ST. Aloysius H.S.S, Kollam,Kerala. (2010)
* SSLC at ST. Aloysius H.S.S, Kollam, kerala. (2008)

**Work Experience :**

* **Computer Operator** at Kollam, Kerala (May 2015 – Nov2016)
* **Sales man** at Kollam, Kerala (Jan 2017 – Aug 2017)
* **Cashier** at Kollam, Kerala (Jan 2018 – June 2019)

**PERSONAL PROFILE:**

* Date ofBirth : 30-11-1990
* VisaType : Visit
* Nationality : Indian
* Religion : Islam
* Languageproficiency : English, Malayalam andTamil

**I confirm that the information provided by me is true to the best of my knowledge and belief**

**MUHAMMED**