

**NASEEM**

**Target Position:** Accountant Asst & Ware housekeeper

**Email**:**naseem-394302@2freemail.com**

**4 year’s experience in UAE , Visa - Resident visa**

Education Credentials

• PDCFA-Professional Diploma in Computerized - IHT Computer Centre Financial Accounting

* Secondary Education - CBSE - MES Central School, Tirur – Malappuram,Kerala
* Higher Education - CBSE - MES Central School, Tirur – Malappuram,Kerala

Skills

* Tactful and skilled in human relation
* Ability to communicate effectively with a wider range of customers
* Excellent communication skills when writing reports or memos or when speaking in front of a group of people during a presentation.

Technical Expertise

* Microsoft Office
* Tally
* Microsoft PowerPoint
* Microsoft Excel
* Computer skill
* Peachtree Tarnation & Real Time Project
* MS Access-Manual Accounting, Foreign Accounting
* Computerized Accounting
* Adobe Photoshop

Work Experience.

* Warehouse Keeper & Accountant Supportive

Al Ain, UAE

* Sales & Marketing :
	1. ( 2016 -17) Al wagan, Al Ain
	2. ( 2017- 2018) Al Arad, Al Ain
* Offering over 2 years of experience in Warehouse management, Store Keeping & Catering Services.

Personal Information

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| Date Of Birth | : 21st August 1998 |  |
| Gender | : Male |  |
| Marital Status | : Single |  |
| Religion |  |
| : Islam |  |
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| Nationality | : Indian |  |
| Languages Known | : English, Arabic, Hindi, Malayalam. |  |

Declaration:

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

NASEEM

Al AIN, UAE