

## CURRICULAM VITAE

**ASLAM**

Email id: [aslam-395828@gulfjobseeker.com](mailto:aslam-395828@gulfjobseeker.com)

**Objective**

To seek a challenging career in a progressive, professionally managed Financial Institution, which provides continuous growth and excellent opportunities for enthusiastic, hard-working and honest employees.

**Experience**

# Accounting Assistant

HOSPITAL

05/08/2016 to 15/09/2018

### Job Responsibilities

* Assist finance manager.
* Bank related tasks accomplishing.
* Being a part to excise, CST, VAT works and G.S.T.
* Generating delivery note, E-declaration, tax utilization documents.
* Monitoring the day to day attendance &Payroll.
* **Business Devolopment Executive**

Event Management & Wedding Planners in Kerala

For the period of 3 years

### Job Responsibilities

* To maintain and grow food & beverage sales from existing client base
* To develop an effective sales strategy to attract new & additional catering sales, in conjunction with the Venue’s sector sales team
* To create and prepare banqueting proposals for potential customers.
* Meet and exceed all agreed sales targets set by the Sales manager
* ***INTERNSHIPS***
  + RAVIZ RESORT IN KERALA (1 MONTH)
  + UDAY SAMUDRA IN KERALA (1 MONTH

**Educational Qualification**

* **B.COM WITH HOTEL MANGEMENT** from Kerala University**.**
* **Plus 2(HSE)** from GOVT HSS ALAMCODE, Board of Higher Secondary Education, Kerala
* **SSLC** from Board of Public Examinations,

**Technical Expertise**

* Diploma In Indian And Foreign Accounting
* Certificate In Retail &Logistics Management
* DOA (diploma in office automation)

**Personal Strengths**

* Quick Learner
* Leadership
* Good team leader

**Personal Details**

Date of Birth : 16/03/1994

Gender : Male

Nationality : Indian

Marital Status : Single

Passport Expiry : 26/07/2025

Languages Known : English, Malayalam, Hindi

Religion : Islam, Muslim

**Declaration**

I, **Aslam**, hereby declare that all the statement made in the resume is true to the best of my knowledge and nothing has been concealed there from.

### Aslam

**Date :**

**Place : ABUDHABI**