**CURRICULUM VITAE**

 Subair

 E-MAIL: **subair.384041@2freemail.com**

Date of Birth: **09-12-1994** **Objective:**

Nationality : **Indian** Seeking a position in the accounting industry or in an office environment where I can use

 Gender : **Male** My knowledge in accounting and my skills and educational backgrounds effectively for

Marital status: **Single** the benefit of the organization and advancement of my professional career.

Visa Status: **Employment** **Educational Qualifications:**

 2012-2015 + Bachelor Degree of commerce (B.COM) University of Calicut 60%

 2014-2015 + Professional Diploma in Computerized Kerala state First class

 Financial Accounting (PDCFA). RUTRONIX

 2010-2012 + higher secondary commerce Board of HSE examination 60%

 2009-2010 + SSLC Kerala state Education board 60%

 **Work Experience:**

 18-03-2016--PresentTALAL GROUP OF SUPERMARKET SHARJAH, UAE

 + Worked as Data Entry Operator, Cashier

File documents in physical and digital records.

Receive payment by cash, Credit cards and Vouchers.

Resolve customer complaints, guide them and provide relevant information.

Assist and support administrative staff when needed.

 **Personal Skills:**

+ Skills in basics of computer, Word, Excel, Tally, Peachtree and typing skill.

 + Basic skills in accounting system.

 + Skills in data entry operation and record keeping.

 + Language known: **English, Arabic, Malayalam and Hindi**

 **Declaration:**

 I hereby declare that all the information giving in the curriculum vitae are true and

 Correct in the best of my knowledge and belief.

 **-Subair**