

**SHARBAZ ABDULLA**

* sharbz-390102@2freemail.com

**Profile**

*An adaptable, conscientious, enthusiastic, and self-motivated individual with good communication skill and ready to work both independently and as a member of a team. Now seeking challenging and rewarding opportunity within a successful organization.*

**Career objective**

*Looking forward for a very good career breakthrough, which will help me to expand my knowledge and refine my skills so that I can contribute effectively for the growth of the organization*.

**Computer skills**

* MS OFFICE(Excel, Word, Powerpoint)
* Networking Skills and Multimedia
* Adope Premier Pro
* Spectrum-Accounting application
* TALLY
* SAP

**Personal skills**

Honest

Leadership skill

Responsible

Initiative

Self confidence

Best Manager Participation

Customer Relationship Management

**Work Experience**

* + **CA Suresh &Saju Associates**, Leading
* Chartered Accountants Firm, Kannur
  + **Office Administrator (SHIYA group of company’s kannur**)
  + **Purchase Coordinator ( ABC group of India** )
  + **ABC EMPORIO LLP (DEC2017-SEP2018)**

Accounts & Audit Assistant,COCHIN

* + **Sales representative** (mobile&accessories)

**Dhawahi Al-karha trading, OMAN**

***CURRICULAM VITAE***

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Discipline /** | **School / College** | **Board /** | **Year of** |
|  | **Specialization** |  | **University** | **Passing** |
|  |  |  |  |  |
| **MBA** | Human Resource | Annamalai | Annamalai | 2019 |
|  |  |  | University |  |
| **BCom** | Computer | Sir Syed Institute for | Kannur | 2016 |
|  | Application | Technical Studies, | University |  |
|  |  | Kannur |  |  |
|  |  |  |  |  |
| **12th** | Commerce | Chinmaya | CBSE | 2013 |
|  |  | Vidyalaya, |  |  |
|  |  | Kannur |  |  |
| **10th** |  | Royal English | CBSE | 2011 |
|  |  | School, |  |  |
|  |  | Kannur |  |  |
|  |  |  |  |  |

**Language** **Read** **Write** **Speak**

|  |  |  |  |
| --- | --- | --- | --- |
| English | Yes | Yes | Yes |
| Arabic | Yes | Yes | No |
| Malayalam | Yes | Yes | Yes |



**DECLARATION**

I hereby declare that all the statements made in the above Curriculum Vitae are correct to the best of my knowledge and belief.