

CURRICULUM VITAE

MIADALI M

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Career Objective:-

A challenging career in an organization which utilizes my existing knowledge which provides complete job satisfaction and an environment to establish myself as a professional, also an area to improve creativity and a support to boost my capabilities.

Educational Background:-

University

- MBA - Master Of Business Administration from Karpagam University (HR & System 2011-2013)
- M. COM - Master of Commerce from Annamali University (Finance 2010-2012)
- B.COM - Bachelor Of Commerce From University of Calicut (2007-2010)

Computer Knowledge:-

- Application –TallyERP 9, M.S .Office,M.S Excel, Visual Basic ,HTML ,Sql
Accessing Internet and Email.

Skills:-

- Trained in Tally
- Good Skill in Computer
- Well verse in using MS Office
- Hardworking, very organized, creative, resourceful and self-started.
- Able to plan, organize and schedule the activities of staff
- Willing to try new things and am interested in improving efficiency on assigned tasks
- Proficient in English and intercommunication skills.
- Strong ability to respond to common inquiries or complaints from clients.
- Fast learner and flexible
- Uncommon ability to meet deadlines
- Cooperatively work with others to produce and deliver required work.
- Consistently maintain a positive attitude and enjoy helping people.
- Welcome or deal with customers or clients that come into the office & Work in a professional and high volume manner.
- Excellent interpersonal skills and knowledge of human relations.

Work Experience:

Worked as Accountant Cum Customer Service in Onus Events ,Tirur,Malappuram,Kerala,India,from June 2018 – Dec 2018

Worked as Customer Service Executive in Aster clinics Dubai United Arab Emirates from April 2016 - April 2018

Worked as Accountant Cum Customer Service in Onus Events ,Tirur,Malappuram,Kerala,India,from July 2013-March 2016

Duties & Responsibilities:±

- Prepares asset, liability, and capital account entries by compiling and analyzing account information. Contributes to team effort by accomplishing related results as needed
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations. Accomplishes the result by performing the duty..
- Maintains customer confidence and protects operations by keeping financial information confidential. Documents financial transactions by entering account information.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Languages Known: -

English,Tamil, Malayalam (Speak)

English, Hindi, Malayalam (Read & Write)

Personal Details:-

- Fathers Name : Zainudheen kutty
- Date of Birth : 07th November 1988
- Marital Status : Married
- Nationality : Indian
- Religion : Muslim

Passport Details

- Passport No : J8834955
- Passport Expiry : 08/07/2021
- Visa Type : Visiting
- Visa From : 05/02/2019
- Visa Validity : 1 Month

Declaration:-

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

Place:

Date:

MIADALI M