

# ARIF AHAMED M

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## CAREER OBJECTIVE

To gain a dynamic and challenging role in the area of Accounts, Finance, and HR Admin that will offer me the best opportunity for further development of my abilities, skills and knowledge in an established organization by making positive contribution to the company and personal growth through team effort.

## ACADEMIC QUALIFICATION

Master of Business Administration	Vels University, Chennai.	66%	may 2013
Bachelor of Commerce	Jamal Mohamed College, affiliated by Bharathidasan University Trichy.	69%	May-2011

## SKILL SET

### Core Qualifications:

- Proficient on latest accounting computer programs
- Comprehensive attention to detail
- Payroll administration
- Expense check administration
- Employee training
- Accurate monthly closings
- Extensive financial researching skills

**Computer Knowledge:** Ms Office, Tally-9, Internet surfing, System Admin.

## ACTIVITIES

- 1) Practical Visit to Chennai Harbour, Inland Container Depot, Container Freight Stations.
- 2) Practical Visit to Logistics companies, in Chennai.
- 3) As I am served as PRO of Rotaract club in Jamal Mohamed College, Trichy.
- 4) As I am complete my PGDCA diploma course in CCI, Trichy-20.
- 5) As I am complete my PCP course in CSC, Kilakarai.

## INTERNSHIP PROGRAM

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3 months training at **A1 World Wide Logistics, Chennai**

Training period : July 4<sup>th</sup> 2012 till Sep 30<sup>th</sup> 201

## WORK EXPERIENCE

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- 6 months work experience as **Accounts executive** at **Sea Hawk Lines, in Chennai**  
working period : June 1<sup>th</sup> 2013 to Dec 2013  
**Position** : Following and collecting all receipts from debtors.
- 32 months work experience as **HR and Accounts executive** at **Best Star Group, in Trichy**  
Working period : Jan 2<sup>nd</sup> 2014 to Nov 2016.  
**Position** : Following receipt and payment maintained documents and book keeping.  
Maintain employee's payroll system with time cards submitted by employees.
- Still now I am working as **ADMINISTRATIVE SECRETARY** at **AL-ARD INDUSTRIES** in **KINDOM OF SAUDI ARABIA**  
Working period : Feb 15<sup>th</sup> 2017 to Till date  
**Position** : Following orders from the material suppliers and maintained documents.

## PERSONAL INFORMATION

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<b>Date of Birth</b>	:	07-04-1991
<b>Current salary</b>	:	2300 Saudi Riyal
<b>Expected salary</b>	:	2500 MYR
<b>Father Name</b>	:	Mohamed Abdul Kader S
<b>Marital Status/Sex</b>	:	Married/Male
<b>Religion</b>	:	Islam
<b>Nationality</b>	:	Indian
<b>Languages Known</b>	:	English, Tamil, Hindi, Urdu, Malayalam, Arabic (Begin)
<b>Passport Number</b>	:	L4159729
<b>Permanent Address</b>	:	4/393, East Street, Kilakarai, Ramnad(Dt), Tamilnadu, Pin- 623517.

## DECLARATION

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I consider myself familiar with above details I mentioned. I am also confident of my ability to work in a team. I hereby declare that the information delivered above is true to the best of my knowledge.

PLACE :

**Arif Ahamed M**

DATE :

