

Dear Sir/Madam:

I am currently looking for a job when was informed that your firm has vacancies and I'm interested in applying for any of your vacant positions. I am confident that my skills and experience in studies could make a great contribution in your firm. I am also willing to do extra work that you will give to gain more experience. I would appreciate the opportunity to discuss my qualifications for any of your vacant position in greater detail with you in person at your earliest convenience. I have enclosed my resume for your review. If you require any additional documents for further references I can send them to you anytime as requested. You can also contact me through my number +97150 4599 102. Also my email ID munfaralukkal@hotmail.co.uk

Thank you for your consideration.

Respectfully

Munfar Alukkal

Mob:+97150 4599 102



MUNFAR ALUKKAL

ACCOUNTANT



CONTACTS



+971 504 599 102



munfaralukkal@hotmail.co.uk



Umm Al Quwain. U-A-E



PERSONAL

DATE OF BIRTH : 25/04/1991
PASSPORT No. : T6489349
ISSUE DATE : 23/06/2019
EXPIRY DATE : 22/06/2029
SEX : MALE
NATIONALITY : INDIAN
LANGUAGE : ENGLISH , ARABIC,
HINDI (URUDU)
MALAYALAM



SKILLS

- GENERAL ACCOUNTING
- TIME MANAGEMENT
- KNOWLEDGE IN MOI, MOHRE, FTA
- BUSINESS KNOWLEDGE & MARKETING
- DATA ANALYSIS
- LEADERSHIP AND TEAM PLAY

PROFILE

Seeking a position of accountant in your organization to utilize my educational qualification, bookkeeping, and analytical skills for while gaining knowledge of new skills and expertise mutual growth and success.

PROFESSIONAL SKILLS

- Confident, young, enthusiastic, hardworking, poised and proactive
- Good interpersonal and communicative skills.
- Good analytical and problems solving skills.
- Fully computer literate and competent with business software including the Microsoft Office.
- Well versed in office administration systems.

EDUCATION

- **BACHELOR OF COMMERCE**
2009 – MARCH'2012
CALICUT UNIVERSITY – KERALA.INDIA
(Certificate Attested by Ministry Of Foreign Affairs,UAE.Consulate of India)
- **GOV.BOYS HIGHER SECONDARY SCHOOL**
2007 -MARCH'2009
HIGH SECONDARY SCHOOL – KERALA. INDIA
- **K H MEMORIAL HIGH SCHOOL**
MARCH-2007
HIGH SCHOOL – KERALA. INDIA

WORK HISTORY

AL ZAFRA DIESEL TRADING & TRANSPORT LLC.UAQ. U.A.E
ACCOUNTS & COORDINATOR
NOVEMBER 2021 – 2023



SOFTWARES

- TALLY ERP 9
- QUICK BOOKS
- MS OFFICE & OUTLOOK
- TALLY PRIME
- SMART SHOP ACCOUNTING SOFTWARE
- PHOTOSHOP

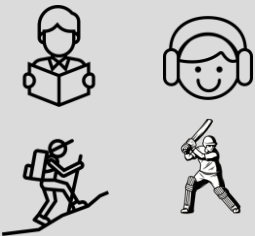


DRIVING LICENSE DETAILS

License No. : 82696
 Place of Issue : Umm Al Quwain
 Date of Issue : 25-12-2022
 Date of Expiry : 24-12-2024



HOBBIES



Duties & Responsibilities

- Manage key accounts.
- Act as the point of contact for clients.
- Resolve problems and handle complaints in a timely manner.
- VAT Accounting & Filling.
- Supervise sales account representatives.
- Ensure budget and time requirements are met
- Establish best practices.
- Monitor and report on sales performance analytics.

AL MITAQ AL AWAL TRANSPORT CO. LLC- DUBAI-UAE

ACCOUNTANT & CUSTOMER SERVICE

June 2015 – May 2019

Duties & Responsibilities

- Manage large amounts of incoming phone calls.
- Identify and assess customers' needs to achieve satisfaction.
- Provide accurate, valid and complete information by using the right methods/tools.
- Meet personal customer service team sales targets and call handling quotas.
- Keep records of customer interactions, process customer accounts and file documents.
- Follow communication procedures, guidelines and policies.

DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge and experience. If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.

MUNFAR ALUKKAL