



**Sheikha Noora Tower,
Barsha Heights-Tecom,
Dubai**

**+971 52 974 4745
adiluk.mdy@gmail.com**

OBJECTIVE

To be a part of your daily operations where I can use my skills, abilities and knowledge.

To gain enough experience and prosper in my chosen career.

INFORMATION:

Age: 26

Birthdate: May-10-1995

Marital Status: Single

Availability: Immediately

ADIL UVVAPPURA KOYANGUMPURATH

CAREER SUMMARY:

- **RIGHTWAY DOCUMENT CLEARANCE LLC.**
- **AHMAD BURQAIBA CATERING SERVICES LLC**
- **LAKE PALACE RESTAURANT AND CAFETERIA LLC**
- **MONH SUPERMARKET LLC**

ACCOUNTS and PRO Specialist

Dubai, United Arab Emirates

August 2018 –Still Working

Skills and Responsibilities:

- Preparing and maintaining financial reports.
- Bank reconciliation.
- Auditing and analyzing financial performance.
- Posting Ledgers and keeping accounts details up to date.
- Public Relation works.
- Scanning and filing at original files.
- Pay roll.
- Strategic planning.
- Monthly reports and Yearly reports.
- Bills Receivables and Bills Payables.
- Assisting in office management and organizational procedures.
- Microsoft Excel and Microsoft office.
- Performing other duties as assigned.
- Effective Communication.
- Critical thinking.
- Sending and receiving emails.
- Standards of accounting.

EDUCATIONAL ATTAINMENT:

Graduation: **St. Joseph's College Devagiri, Calicut**
Bachelor of Public Administration
Calicut, Kerala
June 2012 – March 2015

HIGHER SECONDARY: **Vazhakkad Higher Secondary School**
June 2010 – March 2012

SSLC: **GHSS Vazhakkad High School**
June 2009 – March 2010