



# RESUME

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## AJMAL HANEEF

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

### CONTACT

**PHONE:** +971522158329

**EMAIL:** ajmal.hnf74@gmail.com

**WEB:** linkedin.com/ajmalhaneef

### PERSONAL DETAILS

- Father's Name : Mohammed Haneef
- Date of Birth : 08/08/1998
- Gender : Male
- Marital Status : Single
- Nationality : Indian

### SKILLS

- Proficiency in MS Office, Tally, QuickBooks, Peachtree
- Communication skills
- Strong decision maker
- Quick Learner
- Complex Problem solver

### LANGUAGES

- English
- Hindi
- Malayalam
- Kannada

### HOBBIES

- Travelling
- Listening music
- Playing

### WORK EXPERIENCE

#### ACCOUNTS ASSISTANT

*Universal Medicare, India*

- Invoice processing
- Cash book maintenance
- Maintaining the company purchase and sales ledgers
- Banks reconciliation
- Raising sales invoices
- Basic administration
- Handling emails & phone calls.

#### STOREKEEPER/CASHIER

*Grow Mart Supermarket, India*

- Keep a record of sales and restock the store accordingly
- Manage and train store staff.
- Plan promotional campaigns for new products or specials.
- Ensure that the store is kept clean and organized.

### EDUCATION

Bachelor's Degree : Retail Management – 2020

St. Aloysius College, Mangalore-India

Diploma in Indian & Foreign Accounting – 2021

Master Computer Institute, Kasaragod-India

### CERTIFICATES

Received Merit Certificate for Distinction in Bachelor's Degree.