

Resume

Muhammad Azzam PK

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U.A.E



CAREER OBJECTIVE

A confident, multi-skilled and capable Administrator with excellent knowledge of finance & management procedures. Exceptional analytical & problem-solving skills moreover able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and management procedures. Now looking for a new & challenging Management position, one which will make best use of my existing skills and experience & also further my development.

KEY SKILLS

- Good communication and interpersonal skills.
- Internet and Ecommerce skill management.
- Sincere and hardworking.
- Quick learning and understanding ability.
- Excellent presentation skill.
- Good organizational and multi-tasking skills.
- Ability to deal with people furthermore a good team player.
- Adapting to dynamic environment.
- Strong leadership and motivational skills.
- Good all-round Financial Management Knowledge.

IT SKILLS

- MS Office
- Tally and Peachtree
- Photoshop & Adobe illustrator
- Proficient in handling computerized equipment such as Fax, Photocopier, Printer, Scanner and others.

EDUCATION

- **Master's Degree in Business Administration from Anglia Ruskin University UK.**
Cromwell UK International Education, U.A.E.
- **Pearson BTEC Level 7 Extended Diploma in Strategic Management and Leadership from Pearson Education Limited UK.**
Cromwell UK International Education, U.A.E.
- **Advanced Diploma in Financial Accounting, Manual Accounting, Tally, Peachtree, Excel.**
College of Commerce, Kerala
- **Bachelor's Degree in Commerce with corporation.**
Calicut University, MERCY Arts & Science College, Kerala, India.
- **H.S.E (Commerce) in 2008 - 2010**
Board of Higher Secondary Education, Kerala.
- **SSLC in 2007 - 2008 from Board of Secondary Education, Kerala.**

PROFESSIONAL EXPERIENCE

Cromwell UK International Education FZE Sharjah, U.A.E

Marketing Representative (2015 – 2018)

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Al Mustaqem Office Equip Tr. Sharjah, U.A.E

Accountant (2018 – 2020)

Comprehensive administrative services including budgeted, working with management policies on planning organizational needs and plans, year-end finalization and audits, assist bookkeepers on day-to-day financial transaction, make journal entries, assist both internal and external auditors in their professional conduct, analyzing each and every business transaction and their entries to see whether any adjustments are needed, supports researching for financial information for the interim financial statements, establish and carry out a systematic procedure for examine statements to ensure accuracy, establish and maintaining standard procedure for check whether the financial statements comply with the accounting standards and laws, inspecting financial book keeping and records to confirm it is up-to-date, try to improve efficiency of business process where money and time is material.

Maintain files and records, prepare and reconcile general bank accounts, establish credit limit and credit period for each customer based on their financial strength and credit behavior, follow up with receivable, maintain customer balance in line with the credit limit recommended for each customer, reconciliation of supplier and customer balance, supplier payments, coordination with suppliers and customers.

HOBBIES AND INTERESTS

- Curious in collecting Information on Emerging Technologies
- Travelling.
- Playing Chess, Playing Football.
- Watching movies, sports and listening speeches, songs.

LANGUAGES KNOWN

- Read & Write: English, Arabic & Malayalam
- Speak: English (Good), Hindi(basic), Arabic (basic) Tamil (basic)& Malayalam (Native)

PERSONAL PROFILE

Marital Status	: Married
Age and Date of Birth	: 29 yrs. 21 August 1992
Gender	: Male
Nationality	: Indian
Permanent Address	: Kodakkal (Ho), Kayakkody (Po), Kuttiadi (VIA) Kozhikode (Dis), pin-673519, Kerala, India
Passport no	: L4887691, Date of expiry 29 th December 2023
Visa Status	: Visit Visa, Valid until 25 th April 2022.
Driving license	: UAE file opened, Indian M/C with gr, LMV, A/R

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I can serve according to management's expectations and assure on as independent workmanship in concern if a favourable opportunity is offered.

Yours Sincerely

Muhammad Azzam P K