



**Mr. NAZURUL HAQ K**  
nazuru1000@gmail.com

Mobile: 0521174927

**Address:**

Flat No = 116, Safiya building  
(Near Talal Supermarket),  
Deira, Dubai

**Personal data**

Father's Name: Mr. Nasarudheen K

Date of Birth : 01/03/1997

Sex : Male

Nationality : Indian

Marital Status : Single

Passport No : R6073366

Visa Status : Visiting Visa

**Languages Known**

English

Malayalam

Hindi

**CAREER OBJECTIVE**

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative, and flexible. Willing to work as a key player in challenging and creative environment.

**WORK EXPERIENCE**

- Accountant -Megastar Auto Consultancy  
Malappuram(2020 – 2021)
- Sales Executive -Vodafone Idea Store  
Malappuram(2019 July – 2019 December)
- Accountant -Safe Express Courier  
Service, Malappuram. (2018-2019)

**Responsibilities:**

- Receiving and checking all incoming shipments.
- Preparation of monthly reports
- Preparing invoices for client and posting purchase invoices
- Coordinate efforts between manufacturers, distributors, and sellers. Communicate with all parties to respond to their needs and optimize satisfaction
- Maintain inventory database that catalogues all supplies and components available in regional warehouse for national home improvement store retailer
- Reports preparation by Using Microsoft Excel.
- Maintain inventory database that catalogues all supplies and components available in regional warehouse for national home improvement store retail
- Posting journal entries to ledger accounts
- Sales Coordination

## EDUCATIONAL QUALIFICATION

- Professional Diploma in Logistics & Shipping-STED Council (2018)
- Bachelor of Commerce (Finance) – Calicut University (2017)
- Plus, Two - Board of Kerala -2014
- SSLC - Board of Kerala - 2012

## COMPUTER KNOWLEDGE

- Microsoft Word, Excel & Power point
- Email Communication
- Basic computer knowledge (Hardware & Software)
- Tally ERP 9.0, Accounting Software.

## JOB PROFILE

- Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
- Experience in office management with comprehensive problem-solving abilities.

## COMPETENCIES

- Organized and detail oriented.
- Ability to multi-task.
- Computer proficiency.
- Prioritized and team player.

## DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and belief. I am confident that, with my excellent analytical skills and entrepreneurial drive, I would be able to contribute significantly.

Place:

Date:

NAZURUL HAQ K