

# ANSAR MOIDEENKUTTY



## CONTACT

✉ moideenansarkp@gmail.com

☎ 0547097360

📍 Al Ghubaiba, near Bus Station

## TECHNICAL SKILLS

★ Tally- ERP9

★ MsOffice(msword,excel,power point)

★ Amadeus

## LANGUAGE SKILL

English, Hindi, Arabic, Malayalam

## PASSPORT & VISA DETAILS

Passport No : R0969113

Issue Date: 21/06/2017

Expiry Date:20/06/2027

VISA : (Visiting Visa)

Expiry : 20<sup>th</sup> December 2020

## PERSONAL DETAILS

Marital Status : Single

Date Of Birth : 22/10/1992

## OBJECTIVE

Secure a responsible career opportunity and to make use of my skills and Abilities in any field while making a significant contribution to the success of the firm.

## WORK EXPERIENCE

- 2 year (2018-2020) ADMINISTRATIVE ASSISTANT CUM ACCOUNTANT experience in MALABAR Company in PALAKKAD,KERALA
- Greeting customers in a friendly, professional manner using suggested script
- Preparing accounts and tax returns
- Answering telephonic and email inquiries in a timely manner
- Finding ways to improve administrative process
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Provide administrative support to ensure efficient operation of office
- Analyzing accounts and business plan
- Compiling and presenting reports, budgets,business plans,commentaries and financial statement
- Financial forecasting and risk analysis
- Negotiating the terms of business deals and moves with clients and associated organisation
- Auditing financial information

## EDUCATION

<u>Course</u>	<u>University</u>	<u>Year Of Passing</u>	<u>Percentage</u>
MBA	Alagappa	2018	70
B.COM	Monad	2014	72
12 <sup>th</sup>	Board	2010	71
10 <sup>th</sup>	Board	2008	70