

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 : 20th 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 th | Board | 2010 | 71 |
| 10 th | Board | 2008 | 70 |