



# MUZAMMIL C A

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## CARRIER OBJECTIVES

To obtain a position that provides me opportunities to exploit my knowledge and extensive development skill to the extreme levels of my ability and upgrade myself to the highest levels of expertise enabling the organization to achieve its target and growth

## EDUCATION

### BCC-T (Basic Computer Course With Tally ERP)

I ACT – Kodagu, Karnataka, India

### SAP ERP FINANCE, (6 Months).

SOFTPRO 9, Mysore, Karnataka, India

### BACHELOR OF COMMERCE (University of Mysore)

Vidhyaashram First Grade College, Mysore, Karnataka, India

## PROFESSIONAL EXPERIENCE

### ASSISTANT ACCOUNTANT CUM DATA ENCODER – ( 2022)

AL RAIAA HOME HEALTH CARE, ABUDHABI, UAE

#### Duties and Responsibilities:

- Maintaining invoices in excel
- Utilizing excel for preparing monthly payroll of employees
- Data management using in Cortex & Estijabah websites
- Keeping and handling files
- Billing & Registration
- Assisting senior data controller
- General data entry tasks
- Preparing and sorting data for computer entry
- Keeping records of data entry and database information

### Financial Executive, HDFC Bank Limited

Bangalore, Karnataka - June 2020 - September 2021

- Analyzed financial statements against forecasts to prepare high-level variance analysis.
- Mitigated process gaps and managed financial operational functions.
- Maintained agile, responsive organization with sustained revenue growth by monitoring industry forecasts, honing budgets and adjusting marketing strategies.
- Increased revenue by assisting with operations management, sales and marketing effort Facilitated investment and business decision-making by executing feasibility analysis.
- Preparing, creating and keeping records of invoices bills and deposit.
- Communicated marketing strategy and campaign performance to verify alignment with corporate sales objectives.
- Developed technical and non-technical marketing presentations, public relations campaigns, articles and newsletters.

## DECLARATION

I hereby declare that all the statements given above are true to my knowledge. Also, I believe that I can build up and conduct great career with the organization.

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## SKILLS

- **Computer Skills**
  - Tally ERP 9, Tally Prime
  - QuickBooks
  - MS Office
  - MS Outlook
- **Communication Skills**
- **Adaptability**
- **Time Management**

## STRENGTHS

- **Punctual and Hardworking**
- **Problem Solving**
- **Decision Making**
- **Self-Motivated**
- **Excellent Listening, Written and verbal Communication**
- **Flexibility to Travel**

## INTERESTS AREAS

- **Administration**
- **Human Resources**
- **Accountant**

## LANGUAGES KNOWN

English	- Excellent
Hindi	- Good
Arabic	- Basic
Malayalam	- Excellent
Kannada	- Excellent

## PERSONAL DETAILS

Date of Birth	- 04/07/1997
Sex	- Male
Nationality	- India
Marital Status	- Single
Visa Status	- Visit Visa
Passport Number	- Z5894027

UAE DRIVING License:2782211