



SAFRAZ HASANABBA

OBJECTIVE

Graduate with a B.COM in Accounting and Business Management at Mangalore University seeking to provide excellent client service. as an account manager. Strong Diligent communication skills from my job as a Sales Manager. Outstanding project management skills, having worked on over a dozen business projects in university."

EXPERIENCE

◦ Mueenussunna moral academy

May 2018 - March 2019

Primary Teacher

- lesson planning and preparation.
- creating learning resources.
- checking pupils' work and providing feedback.
- attending parents' evenings.
- preparing for inspections.
- running extracurricular activities.
- undertaking professional development.

◦ Rahmaniya moral academy

April 2019 - January 2021

Accountant

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable

◦ Muthooth financing company (India)

March 2021 - Oct 2021

Customer service officer

Tend to customers to service their financial needs.
Collect and disburse funds to and from customers.
Cash store checks and make frequent deposits.
Assist to customer open new accounts

CONTACT

@ sarfrazmueeni641@gmail.com

☎ +97154 452 1815

📍 Abu Dhabi, UAE

SKILLS

- Point of sale systems
- Adaptability
- Microsoft office, Talley ERP9, Microsoft word, Excel
- Communications and problem solving
- Customer service skills

INTERESTS

- surfing through internet
- participating in social activities

LANGUAGES

- English
- Hindi
- Kannada
- Malayalam
- Urdu
- Arabic (Basic)

PERSONAL DETAILS

- Date of Birth : 13-03-1997
- Marital Status : Single
- Nationality : Indian

- **SCDCC BANK**

March 2022 - Oct 2022

Bank teller

- Handle transactions for customers, including check cashing, deposits, and withdrawals.
- Identify customer needs, provide information on new products and services, and refer customers to appropriate bank representatives as needed.
- Provide a high level of customer service, offering answers and assistance to customers.

EDUCATION

- **Manglore University**

2018

Bachelor of commerce

A

- **Jamiya Mueeeniyya ajmeer, India**

Mueeni

A

- **Deplomo in Computer Application (DCA)**

A

- **Nishara pu college**

2014

Pre univercity college

78.8%

- **Sri Rama Krishna higher primary school**

2012

Secondary school leaving certificate

47.8%

VISA STATUS

- **On visit visa**

Valid Untill 13-09-2023

DECLARATION

- I hereby declare that all above-furnished details are true and accurate to the best of my knowledge and belief.