

ABDUL MUNAWIR KUNNUMMAL

ADMIN AND ACCOUNTANT ASSISTANT



Mob: +971 544406435

Email: abdulmunawirkunnummal@gmail.com

Address: Al Karama, Dubai, UAE

CAREER OBJECTIVE

Individual with 2+ years of experience in admin and accounting, and graduated in bachelor of commerce with computer application. To unselfishly render my sincere services and dedications as part of my commitment to the company. I work for, to work as a team for achieving the company's mission and vision while holding the value of loyalty, integrity and ethics.

WORK EXPERIENCE

CONSTREITE QATAR W.L.L, DOHA- QATAR

June 2022 to October 2023

Designation – ADMIN ASSISTANT

- Assist in the preparation of regularly scheduled reports.
- Handling administrative requests and queries from senior managers.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Provide information by answering questions and requests.
- Organize and schedule appointments, plan meetings and take detailed minutes.
- Update and maintain office policies and procedures.
- Contributes to team effort by accomplishing related results as needed.
- Act as the point of contact for internal and external clients.

CAPSGAINS TRADING SOLUTION, KERALA- INDIA

July 2020 to April 2022

Designation – ASSISTANT ACCOUNTANT AND CASHIER

- Preparing and maintaining important financial reports.
- Passing reports and financial documents to the senior accountant.
- Prepare important documents and list of company payable transactions and to of delivery using Microsoft office software.
- Maintain bank transactions and cheques deposited into bank account.
- Assist senior accountants in the preparation of monthly and yearly reports.
- Working on key accounts handling.
- Issuing invoices to customers and receipt making in a systematic manner.

CERTIFICATION AND TRAINING

- Microsoft Office Specialist
- Accounting Tally Prime
- Diploma in Indian Accounting

SKILLS

- Document review
- Project planning
- MS Office 365 (Excel, Word, Power Point)
- Determination and Persistence teamwork
- Tally Prime
- Tally ERP
- Cash Analysis
- Team engagement
- Accounting report analysis
- Financial management

EDUCATION

- **BACHELOR OF COMMERCE with COMPUTER APPLICATION (B.COM with CA)**
JAMIA HAMDARD UNIVERSITY, INDIA | 2017 – 2020
- **HIGHER SECONDARY EDUCATION**
SAFA ENGLISH MEDIUM SCHOOL (CBSE), INDIA | 2015 – 2017
- **SECONDARY SCHOOL EDUCATION**
SAFA ENGLISH MEDIUM SCHOOL (CBSE), INDIA | 2014 – 2015

PERSONAL DETAILS

- **DOB** : 23-10-1998
 - **GENDER** : MALE
 - **MARITAL STATUS** : SINGLE
 - **NATIONALITY** : INDIAN
 - **PASSPORT NO** : N6886641
 - **VISA STATUS** : VISIT VISA
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DECLARATION:

I hereby declare that all the information provided above is true and accurate to the best of my knowledge. I solemnly affirm that I have not withheld any information and that the statements made herein are true and correct.

Yours Faithfully,

Abdul Munawir Kunnummal