

MUZAMMIL KOLAYATH

To attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization.

KEY SKILLS

Team Work

Work Ethic

Communication

Leadership

Lesson planning

Time Management

Advanced excel

Detail Oriented

Taxation

Auditing

GST and VAT

Analytic Skills

EMPLOYMENT CHRONICLE

ASSISTANT PROFESSOR IN COMMERCE | 2020 - 2023

NEST INSTITUTE OF HUMANITIES AND BASIC SCIENCES KARIVELLUR

AFFILIATED TO KANNUR UNIVERSITY

KEY RESPONSIBILITIES

- Conduct accounting seminars to enhance students' understanding of advanced accounting concepts.
- Instruct accounting classes, ensuring a comprehensive coverage of curriculum topics.
- Develop and update course materials to reflect industry trends and changes in accounting standards.
- Provide individualized guidance to students, fostering a supportive learning environment.
- Evaluate and grade assignments, exams, and projects in a timely and constructive manner.

PROFESSIONAL QUALIFICATIONS

- Completed online course on 'Disruptive Digital Technologies 2020' organized by SIIMS Pollachi, Coimbatore.
- Completed online course on 'E-Commerce' organized by TCSC affiliated to University of Mumbai
- Attended One day workshop on 'Practical Approach to GST and Income Tax' organized by Dept. of Commerce of Nirmalagiri College.

CERTIFICATIONS

- GCC VAT by using Tally Prime
- Advanced Excel
- Tally Essential Comprehensive
- MOS Specialist
- Digital Education-Online Course of TNTEU

CONTACT

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+91 9497203760

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muzammil9497@gmail.com

UAE

ACADEMIC CREDENTIALS

M COM (Finance) | 2020

- Sir Syed College Taliparamba
- Kannur university

B COM (Co-operation) | 2018

- GPM Government College, Manjeshwaram
- Kannur university

HIGHER SECONDARY | 2015

- Board of Higher Secondary Examination, Kerala, India
- GHSS Chayoth

SSLC | 2013

- Board of Public Examination, Kerala, India
- RHSS Nileshwar

COMPUTER PROFICIENCY

MS Office ★★★★★

Tally ERP ★★★★★

Tally Prime ★★★★★

Internet & E- Mail ★★★★★

LANGUAGES KNOWN

English	<div></div>	100 %
Malayalam	<div></div>	100 %
Hindi	<div></div>	60 %
Arabic	<div></div>	60 %

INTERESTS

		
Songs	Travelling	Reading

REFERENCE

- DR. SHANAVAS S M**
HOD & Assistant Professor
Dept. of Commerce
Sir Syed College Taliparamba
Ph: +91 94478 52923
Email:
shanavas.navassm@gmail.com
- M.P.A RAHIM**
Senate Member Kannur
University
Chairman-Nest College Karivellur
Ph: +91 94470 13902
Email: mpanest@gmail.com

ACHIEVEMENTS

- NTA/UGC NET (National Eligibility Test for Assistant Professor) Qualified**

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 13-10-1996
Nationality	: Indian
Marital Status	: Single
Religion	: Islam
Permanent Address	: Darul Najah, Thaikadappuram (P.O) Nileshwar, Kasaragod, Kerala, India, PIN:671314

PASSPORT & VISA DETAILS

Passport Number	: N8228518
Visa Status	: Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MUZAMMIL KOLAYATH