

# CONTACT

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# 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

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Tally ERP

Tally Prime

Internet & E- Mail ★★★★

# 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

Work Ethic Team Work 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.

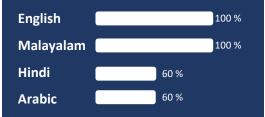
#### PROFESSIONAL QUALIFICATIONS

- 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**

#### LANGUAGES KNOWN



#### **INTERESTS**







Songs 7

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