



MUHAMMOD HANEEF P.M

CONTACT



Phone
+974 7167 8552



Email
haneefpooranam@gmail.com

OBJECTIVE

Aim to work with a reputed firm and to harvest my caliber and technical skills by way of challenging assignments in the field for the success of my organization.

PERSONAL DETAILS

DATE OF BIRTH : 4TH DEC 1994
NATIONALITY : INDIAN
STATUS : SINGLE
LANGUAGES : ENGLISH
HINDI
MALAYALAM
VISA STATUS : WORK VISA
WITH NOC
AVAILABILITY : IMMEDIATELY

PROFILE SUMMARY

Holds a Bachelor Degree in Business Management (BBM).
Having Experiences as Outlet Incharge Travel Consultant, Sales Coordinator and Accountant
Result oriented professional with excellent analytical and communication skills.
Good knowledge of ticketing and booking.
Excellent social and interpersonal skills.
Highly professional appearance and manners.
Solid customer service

PRO SKILLS

MS OFFICE
MS WORD
MS EXCEL
TALLY ERP 9
TALLY PRIME GOLD

EDUCATION

2015
Milagres College

BACHELOR OF BUSSINESS MANAGEMENT[BBM]
Mangalore University,
Karnataka

2012
Kumabala Academy

HIGHER SECONDARY EXAMINATION
Board of Higher Secondary
examination Govt. of Kerala

2010
TIHSS Nainmarmoola

SSLC EXAMINATION
Secondary School leaving
certificate Govt. of Kerala

EXPERIENCE

2017-2024

FANOOS LIGHTING LLC
(United Arab Emirates)

SALES COORDINATOR / ACCOUNTANT

- Creative Reports for Senior Management Details on Tenant statistics. Advance & Debt Payments and vendor Invoices.
- Managing financial records and ensuring accuracy.
- Preparing financial statements, including balance sheets and income statements.
- Managing accounts payable and receivable.
- Ensuring accurate payroll processing.
- Petty cash handling in current position
- Creating / Receiving Local Purchase Orders.
- Entering Inventory details.
- Purchasing Materials for Show room.
- Adherence to bill paying procedures
- Managing Office in the absence of Manager.
- Handling Indoor sales.
- Stock control and related data maintenance

2016- 2017

KEVENTERS
(Bangalore)

OUTLET IN CHARGE

- Manage day-to-day operations of the cafe
- Hire and onboard new wait staff and baristas
- Train employees on drinks preparation and proper use of coffee equipment
- Coordinate with vendors and order supplies, as needed
- Maintain updated records of daily, weekly and monthly revenues and expenses

2015- 2016

EXPRESS TRAVEL & TOUR
(Kerala)

TRAVEL CONSULTANT

- Managing Office in the absence of Manager
- Coordinating the staffs for improving quality of work
- Assisting clients with choosing tourism packages
- Advising international tickets and booking
- Helping to identify guided tours and package deals
- to various tourism destinations.

ACADEMIC PROJECT

CUSTOMER LOYALTY PROGRAM APPLIED IN APPAREL SECTION WITH SPECIAL REFERENCE TO LOUIS PHILIPPE

EXTRA CURRICULAR ACTIVITIES

- Member of NATIONAL CADET CORPS (NCC).
- Event organizer and participated in school and college day functions and Events