

# ARJUN T M

Motivated and detail-oriented accounting graduate with a strong educational foundation in financial management and a passion for numbers. Equipped with a solid understanding of accounting principles, financial analysis, and bookkeeping practices. Seeking an entry-level position as an Accountant to apply theoretical knowledge and gain practical experience in a professional environment.

## KEY SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

## ACADEMIC CREDENTIALS

### BSC MATHEMATICS

#### P D C F A

- Professional Diploma in Computerized Financial Accounting

#### HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

#### CBSE

- Central Board of Secondary Education, Kerala, India

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client 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 : 01/12/1998  
Nationality : Indian  
Marital Status : Single  
Permanent Address : Thillerimeethal (HO)  
Chemmarathur, PO,  
Vadakara, Kozhikode, Pin: 673104  
Kerala, India

## CONTACT

+97430125106

arjunarjusprk@gmail.com

Kerala, India

## TRAINING CERTIFICATES

- **SAFETY OFFICER**  
NEBOSH (National Examination Board in Occupational Safety and Health)

## COMPUTER PROFICIENCY

MS Office ★★★★★

Basic Operation ★★★★★

Internet & E- Mail ★★★★★

## LANGUAGES KNOWN

English ██████████ 90 %

Malayalam ██████████ 100 %

Hindi ██████████ 70 %

Tamil ██████████ 60 %

## DRIVING LICENSE DETAILS

Holder of Valid Qatar Driving License

- Qatar driving license  
2028/08/29

## INTERESTS



Music



Travelling



Reading

## REFERENCE

- Available upon request

## Qatar id number

- 29835624376  
Expiry :09/02/2025

## EXPERIENCE

### 1) Supervisor

#### CREATIVE CATERING (2020 TO 2022)

- Successfully managed a team of twenty workers in a catering company.
- Developed and implemented operational procedures to ensure efficient workflow and customer satisfaction.
- Established and maintained a positive relationship with external customers and workers.
- Present: Current working at International Arts & Music school as Admin

### 2) International Arts & Music school -Qatar Admin / Driver -2023 to 2024

- Hire,train and advice staff
- Communicate with families
- Develop academic programs
- Manage budget
- Enforce school policies
- Leading and supervising faculty and staff
- Representing the school in event's

## PASSPORT DETAILS

Passport Number : V6125146  
Date of Expiry : 18/01/2032  
Place of Issue : Kozhikode

## DECLARATION

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