

# **AJMALAK**

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ajmalakn12@gmail.com



## **EDUCATION**

- Bachelor of Commerce (B.Com) in Commerce University of Calicut, Kerala. 2015 – 2018
- Post Graduate Diploma in Business Accounting and Management (PGDBAM) 2018 -2019

# **PERSONAL DETAILS**

Date of Birth: 10.04.1997

• Sex : Male

• Nationality : Indian

Religion : Muslim

• Passport No : \$8956777

### **SKILLS**

- Valid Qatar Driving License
- Management Skills
- Negotiation
- Critical Thinking
- Communication Skills
- Fast Learner

### **LANGUAGE**

- English
- Malayalam
- Arabic
- Hindi

### **PROFILE**

To be associated with a progressive organization that offers opportunities to update my skills and knowledge in line with the latest trends and to contribute effectively as part of a dynamic team towards organizational growth and personal satisfaction

#### WORK EXPERIENCE

Accountant

Al Yazeedi Supermarket, Sailiya, Qatar

July 2024-Apr 2025

Accountant

Al Koot Hypermarket, Wukair, Qatar

Apr 2022- June 2023

Accountant

Nabel Manufacturing Marketing, Kunnamkulam, Kerala

Jan 2021-Jan 2022

Sales Representative

Mamina Baby Selection, Kerala

Jan 2018 - Jan 2021

#### **ACCOUNTING & PROFESSIONAL SKILL**

- Tally ERP / Quick Books / M S Excel
- Accounts Payable and Receivable
- General Ledger Management
- Inventory Management
- Accuracy in Data Entry
- Knowledge of Accounting Standards

#### **DECLARATION**

I hereby declare that all the above furnished information is true to best of my knowledge and belief