

MUNSHID P.K
EVENT MANAGER
ACCOUNTANT&TEACHER
0504155168



Summary

I am looking forward a career growth opportunity where my talent & knowledge could be best subjected and utilized for the benefit of the organization, I firmly believe in the principle of implementing my duties with dedication, and determination competent , integrity wrapped, committed and hard working. A person who gives significance to work accepts responsibility.

❖ **Experience**

➤ **Entrepreneur**

- **MAS ASSOCIATES ONLINE SERVICE CENTRE**
(Calicut,India)
(01-2022 to Present)

Role:

- Doing All kinds of Online Services
- Managing day to day Activities
- Financial Management

➤ **Manager&Accountant**

- **FOODWEY CATERERS (Calicut,India)**
(09-2018 to 12-2021)
Working as Manager, Accountant,and
Store Keeper In FOODWEY CATERERS from
09-2018 to 12-2021

Role:

- Preparation of Food Menu
- Recruitment&Management of Service Boys
- Managing Financial Activities
- Handling of Books of Accounts
- Monthly GST Submission
- Supervising Day to Day activities
- Managing Labours&Store

- **Calicut Chillies (Calicut,india)**
(04-2017 to 06-2018)

Worked as Accountant,and Store Keeper
In Calicut Chillies for 15 Months

Role:

- Preparation of Food Menu
- Recruitment&Management of Service Boys
- Managing Financial Activities

❖ **Personal Info**

➤ **Address**

Panarukandathil(H)
Pantheerpadam
Kunnamangalam P.O
Calicut
Kerala
India
673571

➤ **Phone:**

0504155168

WhatsApp

+91 96 566 566 45

➤ **Email:**

munshidpkpdm2@gmail.com

➤ **Date of Birth**

18-08-1994

➤ **Skills**

Computer savvy
Team management
Target oriented
Good communication skill
Management& Administration

➤ **Languages**

Malayalam
English
Hindi
Arabic



- Handling of Books of Accounts
- Supervising Day to Day activities

- **Chillies Catering Pvt Ltd (Calicut,india)
(04-2015 to 03-2017)**

Worked as, Accountant and Cashier

In Calicut Chillies for 2 Years

Role:

- Handling of Books of Accounts
- Preparing Final Accounts
- VAT Submission
- Managing Day to Day activities
- Managing Store

➤ **Teacher**

Working as Commerce Teacher and Conducting Individual Tuition for High School, Higher Secondary Students from 2014 Onwards

❖ **Education**

- **M.Com , Annamalai University**
Completed M.Com from Annamalai University (FINANCE) in May 2018
- **B.com, Calicut University**
Completed B.Com from Calicut University (Co-Operation) in March 2015.
- **SAP Accounting, Glosoft Technology (G TEC)**
SAP Accounting Course
Tally and Peachtree (Accounting Softwares)
- **Computer Hardware**
Computer Hardware Integrator Course of RUTRONIX GOVERNMENT OF KERALA Completed In May 2010

❖ **Matriculation**

- SSLC (Kerala) Completed In March 2010
- +2 from Markaz Higher Secondary School, in the year 2012

❖ **Certificates**

- CEA-S (CERTIFIED ERP ACCOUNTANT - SAP) in 09-2017
- TALLY + PEACHTREE in 12-2015
- Computer Hardware Integrator in 09-2010
- FACULTY OF COMMERECE & MANAGEMENT STUDIES

➤ **Software**

Tally
Peachtree
S A P
Mastery of Microsoft Office Programs (Word, Excel, PowerPoint)
Ability to work with several Operating systems ,including Windows- (XP,2003,7,8,10), Ubuntu and linux

➤ **Passport Details**

Passport No:W8521716
Date of Issue:11/01/2023
Date of Expiry:10/01/2033
Place of Issue:Kozhikode

