



SAFRAZ HASANABBA

OBJECTIVE

Graduate with a B.COM in Accounting and Business Management at Mangalore University seeking to provide excellent client service. as an account manager. Strong Diligent communication skills from my job as a Sales Manager. Outstanding project management skills, having worked on over a dozen business projects in university."

EXPERIENCE

- **Mueenussunna moral academy**

May 2018 - March 2019

Primary Teacher

- lesson planning and preparation.
- creating learning resources.
- checking pupils' work and providing feedback.
- attending parents' evenings.
- preparing for inspections.
- running extracurricular activities.
- undertaking professional development.

- **Rahmaniya moral academy**

April 2019 - January 2021

Accountant

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable

- **Muthooth financing company (India)**

March 2021 - Oct 2021

Customer service officer

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Preparing and maintaining important financial reports

CONTACT

@ sarfrazmueeni641@gmail.com

☎ +97154 452 1815

📍 Abu Dhabi, UAE

SKILLS

- Point of sale systems
- Adaptability
- Microsoft office, Talley ERP9, Microsoft word, Excel
- Communications and problem solving
- Customer service skills

INTERESTS

- surfing through internet
- participating in social activities

LANGUAGES

- English
- Hindi
- Kannada
- Malayalam
- Urdu
- Arabic (Basic)

PERSONAL DETAILS

- Date of Birth : 13-03-1997
- Marital Status : Single
- Nationality : Indian

- **SCDCC BANK**

March 2022 - Oct 2022

Bank teller

- Handle transactions for customers, including check cashing, deposits :
- Identify customer needs, provide information on new products and representatives as needed.
- Provide a high level of customer service, offering answers and assistar

EDUCATION

- **Manglore University**

2018

Bachelor of commerce

A

- **Jamiya Mueeniyya ajmeer, India**

Mueeni

A

- **Deplomo in Computer Application (DCA)**

A

- **Nishara pu college**

2014

Pre univercity college

78.8%

- **Sri Rama Krishna higher primary school**

2012

Secondary school leaving certificate

47.8%

VISA STATUS

- **On visit visa**

Valid Untill 13-09-2023

DECLARATION

- I hereby declare that all above-furnished details are true and accurate to the best of my knowledge and belief.