

MOHIYUIDDEEN KHADEES K



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Email: khadeesk@gmail.com

Place: Bur Dubai

Personal Information

- ❖ Date of Birth: 23-09-1993
- ❖ Gender: Male
- ❖ Marital Status: Married
- ❖ Nationality: India
- ❖ Religion: Muslim

Languages Known

- ❖ English
- ❖ Hindi
- ❖ Kannada
- ❖ Malayalam
- ❖ Tamil

Passport Details

- ❖ Passport No: Y2105621
- ❖ Issue Date: 29/04/2024
- ❖ Expire Date: 28/04/2034
- ❖ Place of Issue: Bangalore
- ❖ Visa status: Visit Visa

CAREER OBJECTIVE:

I am an ambitious, organized and highly motivated individual who is goal driven, have leadership qualities, organizational ability and excellent communication skills with a willingness to take responsibility

EDUCATION:

- Bachelor of Commerce

WORK EXPERIENCE:

❖ Worked as Salary Officer at Axis bank Mangalore-India(2years)

Duties & Responsibilities:

- ◆ Liaising with corporate clients for Salary accounts for their new staff
- ◆ Facilitating with Banking services to new and existing salary account clients of the Corporate
- ◆ Portfolio management and increasing balances in the salary account
- ◆ Act as one point of contact for the assigned corporate clients for Banking related services
- ◆ Organizing Corporate help desks on regular intervals for customer service and grievance redress
- ◆ Generation of fee income through third party products by selling General Insurance, Life Insurance, Mutual funds and Trading accounts
- ◆ Sourcing Banking products like Fixed Deposits, Recurring deposits, credit card etc., through salaried customers

❖ Worked as an assistant accountant in A.K food production at Belthangady- India (6 months)

Duties & Responsibilities:

- ◆ Handling day to day financial transactions of the firm
- ◆ Managing the working capital of the firm
- ◆ Handling Banking transactions of the firm
- ◆ Proper record keeping of required documents for accounting and audit purposes.
- ◆ Close Coordination with the auditors and officials to ensure all the Tax filing is done on time

❖ Cashier come salesman at Priya Burka Showroom in Mangalore-India (1 year)

SKILLS:

- ❖ Communication
- ❖ Decision Making
- ❖ Problem solving
- ❖ Computer Proficiency
- ❖ Documentation
- ❖ Time Management
- ❖ Analytical
- ❖ Flexible
- ❖ Multitasking
- ❖ Tally ERP.09

DECLARATION:

I hereby declare that all details given above are true and correct to the best of my knowledge.