



MUHAMMED ASLAM T K

CONTACT INFORMATION

- +971 529414334
- aslamtk55@gmail.com
- United Arab Emirates

EDUCATION

BACHELOR OF ARTS | 2015

- Kannur University

HIGHER SECONDARY | 2012

- Board of Higher Secondary Education, Kerala, India

SSLC | 2010

- Board of Public Examination, Kerala, India

AREAS OF EXPERIENCE

- Office Administration
- Calendar Management
- Document Preparation
- Data Entry
- Appointment Scheduling
- File Management
- Correspondence Handling
- Administrative Support
- Record Keeping
- Office Supply Management
- Invoice Processing
- Expense Reporting
- Financial Statements
- Bookkeeping

PROFESSIONAL SUMMARY

- Highly organized and detail-oriented professional with over 4 years of experience in administrative and accounting roles. Expertise includes managing cash transactions, maintaining financial records, and providing exceptional administrative support as an Admin Cum Cashier. Proficient in handling accounting tasks, financial reporting, and providing support in various financial activities with a background as a Junior Accountant. Skilled in utilizing office software and maintaining accurate records, with a strong focus on problem-solving and delivering high-quality results. Seeking opportunities as an Administrative Assistant or Junior Accountant to contribute to a dynamic and growth-oriented environment.

SKILLS

Team Work	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Time Management	Customer Service	
Problem Solving Ability	Hardworking	Positive Attitude	Quick Learner

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT | Jul 2021 - Present YOUNIS JANAHI TRADING, DUBAI, UAE

Duties & Responsibilities

- Manage office operations and supplies.
- Coordinate executive calendars, meetings, and travel.
- Handle communication, including phone calls and emails.
- Prepare documents, reports, and presentations.
- Organize company events and meetings.
- Provide administrative support to senior management.
- Address client inquiries and ensure customer satisfaction.
- Ensure compliance with company policies.

ADMINISTRATIVE ASSISTANT | 2 Years HOSTONDRIVE, KERALA INDIA

Duties & Responsibilities

- Oversee daily office activities and supply management.
- Maintain records, files, and documentation.
- Schedule meetings and arrange travel.
- Manage communication between departments and external parties.
- Enter and update data in databases and spreadsheets.
- Provide support for various administrative tasks.
- Engage with customers and address their needs.

JUNIOR ACCOUNTANT | 2 Years

RAJADHANI EXPRESS LOGISTICS, KERALA, INDIA

Duties & Responsibilities

- Compiled and submitted weekly confidential sales reports to management, ensuring accurate and timely data for strategic decision-making.
- Delivered telephone support, addressing inquiries and resolving issues to maintain high levels of customer satisfaction.

COMPUTER PROFICIENCY

Falcon	★ ★ ★ ★ ★
Ms Office	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★
Basic Operations	★ ★ ★ ★ ★

DRIVING LICENSE DETAILS

Holder of Valid **UAE** Driving License
License No. : 4348593
Class of vehicle: LMV
Date of ISSUE : 01/10/2022
Date of Expiry : 01/10/2024

LANGUAGES

English	 100 %
Malayalam	 100 %
Hindi	 100 %

INTERESTS



Songs



Travelling



Movies

REFERENCE

- Available upon request

- Maintained and updated the day book, ensuring precise record-keeping and efficient tracking of daily transactions.
- Executed general office duties and administrative tasks, contributing to smooth operational workflow and organizational efficiency.

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 : 25/01/1995
Nationality : Indian
Marital Status : Single

PASSPORT DETAILS

Passport Number : N8234253
Date of Expiry : 01/03/2026
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.

MUHAMMED ASLAM T K