

SALMAN T M

EXECUTIVE OFFICER



CONTACT

+971 503091629

salmantm329@gmail.com

Dubai

PERSONAL PROFILE

- Nationality : Indian
- Date of birth : 14-05-1998
- Gender : Male
- Marital status : Single

COMPUTER KNOWLEDGE

- SAP FICO
- GST Accounting
- Foreign Accounting
- MS Office
- Tally ERP9 and Tally Prime

SKILLS

- Account Management
- Ability To Multitask
- Typing Skills
- Time Management
- Risk Management
- Operating Budgets
- Critical Thinking
- Good Communication

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM



PROFILE

To ensure a career in a reputed enterprise.to work responsible yet challenging position with self - esteem and with real enthusiam , while being much resourceful innovation and flexible



WORK EXPERIENCE

➡ 2022-2024

Amar Forex Enterprises India Pvt Ltd

Executive officer

- Executed customer transaction regarding cash money orders and money exchange
- Maintained friendly and professional customer interactions
- recorded amounts received and prepared reports of transactions .
- Maintained a cash drawer and followed proper balancing and reconciling procedures , prepared daily proof sheet at the close of business each day
- Proficient in exchange different currencies
- Daily buying and selling of currency positions within the forex market

➡ 2021-2022

Paws n Bows Pet Gallery, Kerala, India

Sales and Accountant

- Daily report preparation in excell
- managed monthly commission reports prepared by sales person
- Ensured appropriate accounting is applied while posting all sales transactions in the ledger
- Demonstrating and presenting products
- Maintained friendly and professional customer interactions



EDUCATION

➡ 2019

Bachelor of Arts

B COM Computer Application

SNGIST ASC ,Kerala, India

➡ 2016

Higher Secondary Education

Plus Two, Commerce

ST.Thomas HSS, Kerala , India

➡ 2014

High School

SSLC

F M C T H S ,Kerala, India