



**NADIRSHA KM**

**Bahrain, Muharraq**

**Mobile: +973 38906525**

**Email: nadirsha017@gmail.com**

## **Career Objective**

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To be associated with a progressive organization that will give scope to update my knowledge and skill and to be part of the team that dynamically works towards significant growth of the organization and to gain satisfaction thereof.

## **Academic Profile**

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<b>Course</b>	<b>Discipline</b>	<b>University / Board</b>	<b>Passing Year</b>
B.com	Co-operation	University of Calicut	2017
PUC	Commerce	Kerala Higher Secondary Examination Board	2012
SSLC	Kerala Syllabus	Kerala State Education Board	2010

## **Professional Training**

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- Diploma in Indian & Foreign Accounting (DIFA)
- SAP
  - Coding ( New Creation )
  - Selling price updation
  - Purchasing order entry ( LPO Creation )
  - Receiving business intelligence records
  - Supplier contact information
- Accounting Packages Tally & Peachtree
- Proficient in Microsoft Office (Word, Excel) & Adobe Photoshop
- Windows OS

## Professional Experience

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**Company:** Humood Yousef Naji Maqbel

**Position:** Document Controller come Accountant ( 3<sup>rd</sup> June 2018 To Current )

**Job Profile:**

- Daily Reports.
- Rent Collection.
- LMRA, GOSI, Sijilath including VISA.
- Assists and trains employees and new data entry operators on software programs.
- Provide assistance to technical staff to resolve computer and software problems.
- Runs and distributes reports.
- Create backup file for all data..
- Maintain logbooks or records of activities and tasks.
- Control the all cash dealings .

## Language Known

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- To speak : ENGLISH, MALAYALAM, ARABIC and TAMIL.
- To Write : ENGLISH, ARABIC, HINDI, and MALAYALAM.
- To Read : ENGLISH, ARABIC, HINDI, and MALAYALAM.

## Strengths

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- Analytical and logical reasoning skill.
- Good leadership qualities with shear hard work.
- Positive attitude and enthusiastic in team work.
- Ability to generate creative/innovative solutions.
- Confident to take up new challenges and keen to learn new concepts.
- Quality for adopting new concepts of studies as well as responsibilities.
- Excellent communication skill.

## Extra Curriculum

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- Active member of College Union.
- Took part in cricket and football matches organized by school and college level.
- College football team Captain.
- Involved in various cultural activities held at School and College level.

## Hobbies

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- Travel & Photography
- Listening Music
- Dancing
- Playing Cricket and Football

## Personal Details

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Name	:	Nadirsha KM
Email	:	<a href="mailto:nadirsha017@gmail.com">nadirsha017@gmail.com</a>
Mobile Number	:	+973 36207085
Date of Birth	:	26.04.1995
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Single
Passport No	:	L4175159
Date of Expiry	:	07.08.2023
CPR No	:	950427322
Licence Number	:	950427322

## Declaration

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I do hereby declare that above mentioned are true to my belief and knowledge.

Thank You.

Place: Muharraq

Nadirsha KM  
CPR No. 950427322