



CONTACT

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Aranjiparambil House,
Alungalkandi, Peruvalloor,
Sidheeqabad, Malappuram (Dist)

SKILL HIGHLIGHTS

- Tally prime
- Magnet
- MS office
- Arabic and English
Typing

LANGUAGES

- English
- Arabic
- Hindi
- Urdu

HOBBIES

- Reading
- Writing
- Traveling
- Designing
- Playing

MUHAMMADAJMAL AM

SUMMARY

- I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

EXPERIENCE

Office Assistant

ICS OTTAPALAM / MOC COLLEGE, OTTAPALAM

2022 – Present

- Acted as personal secretary to school principal, including scheduling of appointments and calendar maintenance.
- Handled all the day to day main office clerical duties such as answering phones, data entry, word processing, filing, scanning and archiving.
- Worked independently on various projects and weekly reports.
- Maintained high level of confidential information.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

Accountant

ICS OTTAPALAM

2022 – Present

- Carefully and accurately performed a variety of accounting, bookkeeping, and office tasks.
- Prepared bank deposits, general ledger postings, and statements.
- Provided accounting and clerical support to the controller.
- Maintained updated financial records, prepared reports, and reconciled bank statements.
- Performed data processing in MS Excel.

Education

- **SSLC : The Kerala Board of Public Examinations**
GVHSS, Pathiripala.
2013.
- **National Institute of Open Schooling (NIOS)**
Islamic Central School, Ottapalam.
2013 - 2015.
- **Bachelors in Commerce (Accounting and Finance)**
Annamalai University, Chidambaram, Tamil Nadu.
2016 - 2019
- **Master of Commerce (Accounting and Finance)**
Annamalai University, Chidambaram, Tamil Nadu.
2020-2022.