



SANOOB.S

Alappuzha,688001,Kerala,India
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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Personal Details

- Date of Birth : 03/08/1996
- Marital Status : SINGLE
- Nationality : INDIAN
- Father name : SALIM .M
- Religion : ISLAM
- Passport no. : U2752169
- Passport expiry : 14-01-2031

Experience

- **M.M Pharma** November 2017 -
Sales and Accounts
 - Sales Activities
 - Visiting doctors
 - Visiting hospitals,clinics,etc.
 - Ledger keeping
 - Supplier payments
 - Daybook keeping
 - Bill Entry
 - Cash collection
- **Alappuzha Vyapari vyavasayi Sahakarana Sangham** July 2021 -
Accountant cum cashier
 - Ledger keeping
 - Supplier payments
 - Bank reconciliation
 - Bill entry
 - Maintaining Day book

Technical Skills

- Tally
- C² pharماسoft (billing and accounting software)
- Navie plus (Accounting software)
- - Marg compusoft (counter ERP)

Skills

- Communication skill
- Interpersonal skill
- Group Activities
- Problem solving
- Decision making
- Team building
- Sales

Education

- **(UIM) UNIVERSITY INSTITUTE OF MANAGEMENT ALAPPUZHA** 2018-2021
MBA HR AND MARKETING
First class
- **PROLANCE ACADEMY ALLEPPEY** 2017-2018
CCA (certificate for computerized accounting)
First class with Distinction
- **M G University** 2014-2017
BBA
- **LAJANATHUL MUHAMMADIYA HIGHER SECONDARY SCHOOL ALAPPUZHA** 2012-2014
HIGHER SECONDARY
- **T.D.H.S.S ALAPPUZHA** 2012
SSLC

Projects

- **A study on employer employee relationship held at Arjuna naturals extract Ltd**
Successfully completed the project for the fulfillment of MBA
- **One month internship on HR AT SAHRUDAYA HOSPITAL ALAPPUZHA**
Successfully completed my internship for the fulfillment of MBA
- **A study on job satisfaction of the employees in D.C Mills**
Successfully completed the project for the fulfillment of BBA

Languages

- English
- Malayalam
- Hindi

Interests

- *BADMINTON
- *CRICKET
- *CYCLING



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