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| **MUHAMMED AFSAL C**  **Bachelor of Commerce**    **Cashier, Assistant Accountant,**  **Admin cum Receptionist,**  **Assistant Store Keeper**    **Location Preference:** UAE  Contact Information  muhammedafsal7867@gmail.com  +971562442379  Core Competencies   * **Time management.** * Problem-solving. * **Responsibility.** * Fostering Teamwork. * **Flexibility.**   IT Skills   * Microsoft Excel * Microsoft Word * Microsoft Outlook * Tally ERP * Quick books * Peachtree   Soft Skills   |  |  | | --- | --- | | Motivator |  | | Communicator |  | | Team Management |  | | Collaborator |  | | Innovator |  | |  |  | |  |  | | Profile Summary   * Seeking suitable challenging carrier in Accounts, finance to obtain a qualitative experience in the areas where I can utilize my knowledge & skills to provide best service to the organization which should mutually benefit the progressive growth of the organization and self * A result oriented professional with overall 2 years of experience in accounting & commercial function * Successfully completed manual accounting and computerized accounting in Tally, Peachtree, Quick books and Tradeasy. * Successfully completed assessment for the role of inventory Clerk in PMKVY from wayline Management Consultant Pvt. Ltd.   Education   * **B.Com.** from Bharathiyar University in 2017 * **HSC.** from National Institute of Open Schooling in 2014   Work Experience  **Since September’19 to February’20**  **Mobile Shop, Kasaragod, Kerala as Admin cum Sales**  **Key Result Areas:**   * Ensuring all payroll transactions are processed efficiently. * Greeting customers. * Be involved in stock control and management. * Stocking shelves with appropriate equipment’s display. * Answering queries from customers. * Reporting discrepancies and problems to the supervisor. * Keeping the store tidy and clean. * Responsible dealing with customer complaints. * Receiving and storing the delivery of large amounts of stock. * Keeping up to date of products and putting up displays     **July’18 - June’19**  **VR INN Guest House, Ernakulam, Kerala as Receptionist.**  **Highlight**:  **Key Result Areas:**  **Accountant:** -     * Co- ordinate and co-operate with team to do work on time. * Welcome and greet guests. * Answer and direct incoming calls. * Inform guests of hotel rates and services. * Make and confirm reservations for guests. * Ensure proper room allocation. * Register and check guests in. * Confirm relevant guest information. * Verify guest's payment method.   **Dec’17 - April’18**  **Café Kuttanad, Mumbai as Cashier.**  **Highlight**:  **Key Result Areas:**   * Receive payment by cash, check, credit cards and vouchers. * Issue receipts, refunds, credits, or change due to customers. * Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change * Greet customers entering establishments. * Establish or identify prices of recipes, and tabulate bills using calculators, cash registers. * Resolve customer complaints. * Answer customers' questions, and provide information. * Calculate total payments received during a time period, and reconcile this with total sales. * Compute and record totals of transactions.   Personal Details  **Date of Birth:** 08th February 1996  **Nationality**: Indian  **Marital Status:** Single  **Languages Known**: English, Malayalam & Hindi  **Passport Details**: P4607569 | Visa Status: Visit Visa  **Permanent Address**: Kasaragod ,Kerala, India  **Present Address**: Dubai, UAE |