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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

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| Motivator |  |
| Communicator |  |
| Team Management  |  |
| Collaborator  |  |
| Innovator |  |
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 |  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  |