

CURRICULUM VITAE

ASHIK ALI



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Residence Address:

Thanaparambil House
Thiruvathra (P.O)
Chavakkad (VIA)
Thrissur (Dist)
Kerala – 680516
India

Personal Data:

Fathers Name: T.A.ALI
Religion & Caste : Islam & Muslim
Nationality: Indian
Date Of Birth : 15.06.1993
Age : 27
Sex : Male
Marital Status: Married
Passport No: M 1617221

Languages Known:

(Write & Read)
English, Hindi, Malayalam
(Speak)
English, Hindi, Malayalam

Objective

Looking at a challenging career in Accounting and Administrative Field with a reputed organization, which will provide me with an enriching work atmosphere and an opportunity to learn.

To contribute to the growth of the organization through sincerity and hard work.

Professional Experience

- Worked In KALYAN JEWELLERS LLC - DUBAI. 3 Years (From June 2017 -Present) As Junior Accountant.
 - I. Completed daily tasks including tracking funds, preparing deposits.
 - II. Generated daily sales Reports.
 - III. Provided extensive clerical and administrative support.
 - IV. Generated and submitted invoices based upon established accounts receivables.
 - V. Collected and arranged information and entered details into computer database.
 - VI. Reported ROIs using Tally ERP spreadsheets.
 - VII. Operated cash register for cash, cheque and credit card transactions with accuracy.
- One Year Experience As Cashier In Nesto Hypermarket - Oman (March 2016 - June 2017)

Educational Qualification

- Degree – Bachelor Of Commerce (B.com) with Computer Application From Madurai Kamaraj University
- Plus Two Commerce With Computer Application In Kerala State Board (Focus Higher Secondary School)
- SSLC from Kerala State Board (I D C. H.S.S, Orumanayur-Chavakkad.)

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| | Computer Knowledge |
| | <ul style="list-style-type: none"> ➤ Work Exposure to Computer Accounting Software Tally ERP 9.0 ➤ MS Office. |
| | Professional Accounting Training |
| | <ul style="list-style-type: none"> ➤ Successfully Completed Training in Manual and Computerized Accounting from Accountants Academy. |
| | Skills |
| | <ul style="list-style-type: none"> ➤ Bookkeeping ➤ Audit Coordination ➤ Administrative Support ➤ Handling of petty Cash ➤ Data Entry |
| | Competency |
| | <p>Good communication and presentation skills.</p> <p>Organized and well-structured at work.</p> <p>Independent and self-motivated.</p> <p>Honest, Sincere and a Hard Worker with a high level of Integrity</p> <p>Ability to work on own initiative within a team environment</p> |

Declaration:

I hereby declare that the above-mentioned particulars are genuine to the best of my knowledge and belief

Date:
Place:

ASHIK ALI