



CURRICULAM VITAE

MOHAMED ASHIR P.H

An Overview

To achieve a synergy that would benefit and uplift both the organization and me which would help me to build a strong and successful career. Extensive experience with proven track record in highly competitive environment. To leverage my varied experience in challenging and growth driven environment.

Professional Experience

Data Entry Clerk – Grand Stores L.L.C Dubai (U.A.E).

(25th December 2017 onwards)

Roles & Responsibilities:

- ☞ Data entry operator in preparing Invoices, GTN, credit notes, etc.
- ☞ Preparation of Daily Sales Report.
- ☞ Maintain a record of all the activities done regarding after the stock received or issued
- ☞ Maintain the stock of items orderly as per bin locator and proper tagging of the items.
- ☞ Handling The All Delivery Document.
- ☞ Preparation of daily staff duty schedule. .
- ☞ Handle all warehouse administration activates as maintaining office files
- ☞ Handling couriers and office supplies
- ☞ Petty Cash Controlling

Store Keeper - Grand Stores L.L.C Dubai (U.A.E).

(24th July - 24th December)

Roles & Responsibilities.

- ☞ Handling Perfume Section by receiving orders from supplier and processing the request to the showrooms.
- ☞ Ensure safe packing of entire goods at all the time
- ☞ Updating Perfume section shipments in the system and clearing the issued orders.
- ☞ Physically verifying the In-house stock and keep the record updated

Merchandiser - Grand Stores L.L.C Dubai (U.A.E)**(2th February 2018 -15th October 2018)****Roles & Responsibilities.**

- ☞ Merchandiser At Sharjah Carrefour and E-max Digital For Epson Product's
- ☞ Daily Resolution of Client Problems/Issues via direct communication With Client Management
- ☞ Coordinating store display in line with brand guidelines and strategy
- ☞ Assisted customers stock fulfillment and management.
- ☞ Product Management
- ☞ Advertising and Promoting Brands
- ☞ Monthly target Achievement

Accountant :Team Appointments, Thrissur Kerala**(April 2015 – Feb 2017)****Roles & Responsibilities.**

- ☞ Maintain company's complete accounts, handling working capital and consolidating-finalizing accounts.
- ☞ Bookkeeping - Sales, Purchases, Expenses and other daily Journal transactions.
- ☞ Preparing Local Purchase Order and getting prior approval.
- ☞ Bank Reconciliation and Reconciliation of Debtors and Creditors.
- ☞ Analyzing the overdue outstanding payments to creditors and outstanding receipts from customers by using weekly and monthly Ageing Reports.
- ☞ Review Inventory ledger, Stock Register and physical stock verification.
- ☞ Maintain Chart of Accounts and prepare periodical Financial Statements such as Profit & Loss Statement, Balance Sheet & Cash Flow Statement.
- ☞ Calculate Payroll related calculations including deductions & staff benefits.
- ☞ Report to management regarding the finances of establishment.
- ☞ Guides accounting clerical staff by coordinating activities.
- ☞ Responsible for fixed assets management and the preparation of all related documentation.
- ☞ Manage Petty Cash and review Cash reports, Bank reports and maintaining working capital.
- ☞ Provide time to time information to the Management and assist HR department.
- ☞ Work closely with internal and external auditors during financial and operational audits.

Academic Qualification

- ☞ B.Com (Co-operation) – M.G University, Kerala- Pass out year (2015)

Computer Knowledge and Software used

- ☞ Database : Oracle E-Business
- ☞ Tally ERP 9, Peachtree
- ☞ Productivity tool : MS Office (MS Excel, MS Word & MS PowerPoint)
- ☞ Expert in Internet email database handling.
- ☞ Operating systems: Windows XP, WINDOWS 7, WINDOWS 8.

Personal Details

- ☞ Date of Birth : 23-12-1993
- ☞ Gender : Male
- ☞ Nationality : Indian
- ☞ Marital Status : Married

Mobile:+971 547649769

E-Mail: ashirmathilakam@gmail.com

☞ Religion : Muslim
☞ Languages Known : English, Hindi, Malayalam
☞ Permanent Address : Thrissur, Kerala
☞ Passport No : L8155933

References

☞ Reference's can be provided on request.