

SIRAJUDHEEN MP

S/O MUHAMMED

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Dubai

Skills

* Good Communication skill
* Ability to work under pressure
* Good management and organization skills
* Sincere and hardworking
* Computer knowledge in MS office and internet

# Career Objective

# To work in an environment that is filled up with challenges that will help me to prove my potential and thereby improving my skills and increase the knowledge, strengthening my domain of work.

**Experience**

**Designation: CASHIER CUM ACCOUNTANT** - 2017 to 2020

**COMPANY: Decathlon Sports India warehouse Bangalore**

## Duties and Responsibilities

* Preparing and maintaining of books of Accounts
* Preparing daily sales reports
* 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.
* Review and recommend modifications to accounting systems and procedures
* Prepare financial statements and produce budget according to schedule
* Support month-end and year-end close process
* Contribute to a strong client relationship through positive interactions with client personnel

# Education

## Bachelor of commerce: (2014 – 2017)

**Diploma in Logistic and supply chain**

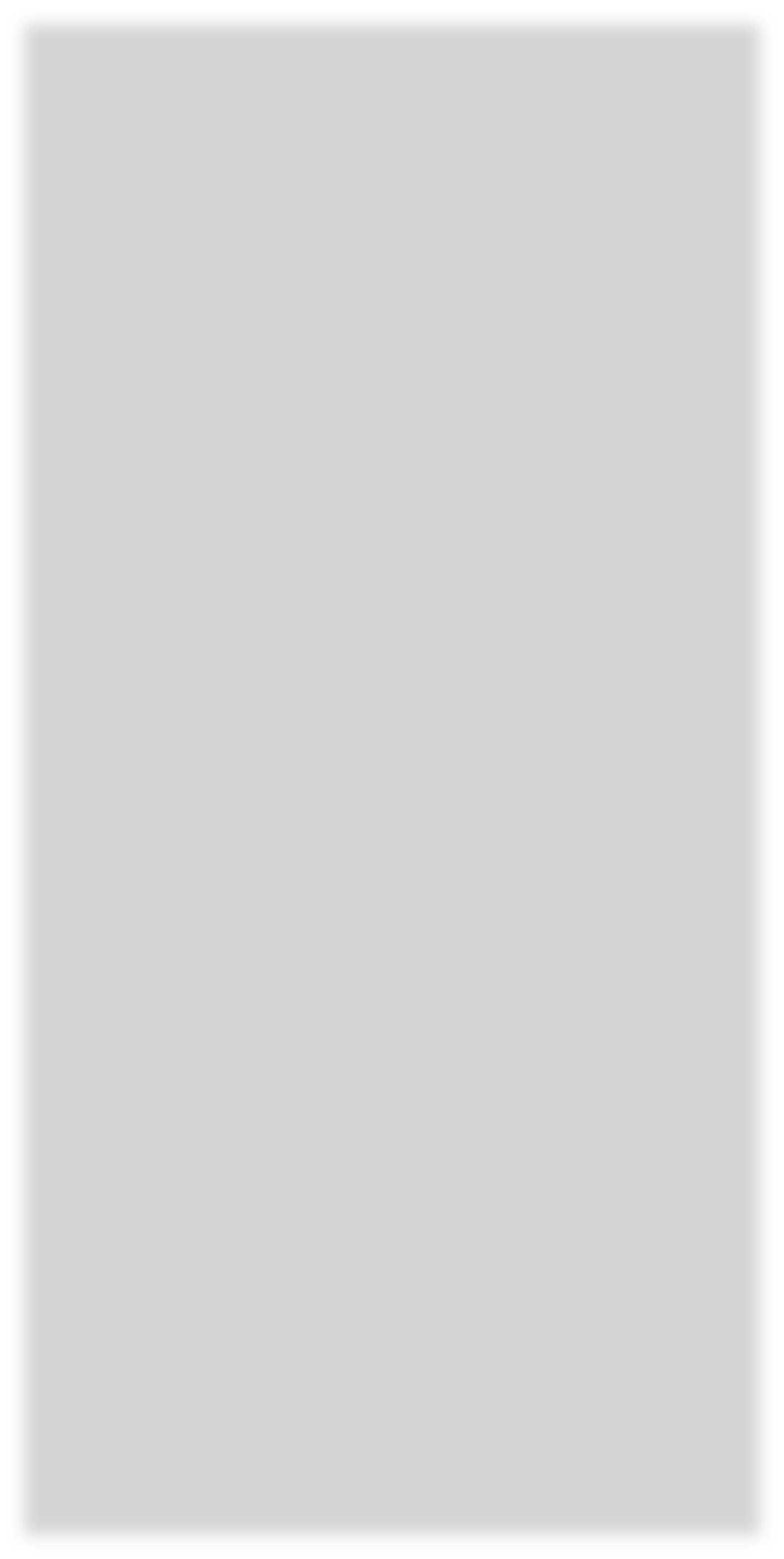
## Management : (2017-2018)

**Plus two : March 2013**

## SSLC : March 2011

Computer Knowledge

MS office (Excel, Word)



# Personal Profile

Father’s Name: Muhammed C.H Date of Birth : 08-07-1993 Sex : Male

Religion : Muslim, Islam

Nationality : Indian Marital Status : single

Languages : English, Malayalam, Tamil, Hindi

# Passport Details

Passport No: P2643380

Date of Issue: 29-8-2016 Date of Expiry: 28-08-2026

# Declaration

I do hereby confirm that the information given above is true to the best of my knowledge.

Yours faithfully

Sirajudheen MP