



ASHIK ALTHAF

ACCOUNTANT / SALES MANAGER

OBJECTIVE

To work in a challenging professional environment where I can utilize and apply my knowledge and skills to offer quality services to my employer's organization where ethical values and team work.

EXPERIENCE

ACCOUNTANT CUM SALES MANAGER

(2017-2019)

Worked in de Cake World

ACCOUNTANT

(March 2021-August 2021)

Worked in Quilon Farm Fresh (a franchise of Suguna foods, Coimbatore)

PERSONAL SKILLS

- Good communication skills.
- Disciplined and Punctual.
- Result oriented.
- Involvement in all developments and technologies.
- Maximize on cross selling growth of existing -customer base and identify new potential.
- Demonstrates superior time management skill -and meets the best to management.
- Consistently illustrated high level of customer -orientation & professionalism in day to day conduct.

CONTACT

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Dubai, UAE.



EDUCATION



UNIVERSITY OF THE WEST OF SCOTLAND

MBA in International Business and Finance.

2021



UNIVERSITY OF KERALA

Bachelor of Commerce

2017

AREAS OF EXPERTISE

- Customer Service.
- Operations Management and Administration.
- Sales and Marketing Action plans.
- Sales analysis and reporting.
- Accounts payable and receivable.
- Payroll/WPS.
- Financial Statements.

JOB RESPONSIBILITIES-PURCHASE & SALES MANAGER.

(de cake world)

- Act as primary point of contact between clients, sales team and the employer.
- Sales promotion includes social media and online delivery.
- Coordinated with clients and organization and acted as goodwill ambassador.
- Create and manage satisfied and loyal customer network with strong database.
- Coordinate the daily deliveries and solve the day to day customer issues.
- Finding actual / direct vendors.
- Send enquires and get quotations, study comparative statements approval of quotations.
- Update data in the system to review management.
- Negotiate with suppliers and prepare purchase orders.
- Create, maintain & updates inventory masters and prices.

JOB RESPONSIBILITIES- ACCOUNTANT

(de cake world and Quilon farm fresh/ Suguna foods)

- Day to day financial operations with regards to financial accounting.
- Monitor over dues, credit notes and payments.
- Review and confirm payroll and WPS calculations.
- Reconciliation of accounts payable and receivable.
- Assist the senior accountant of the company.
- Coordinated to finish financial statement of the company.
- General ledger Accounting and bank reconciliation.

DECLARATION

I hereby declare that the above furnished information provided by me is true and fair to the best of my knowledge & belief. In view of the above, I request you to be kind enough to give me an opportunity to serve your esteemed organization and I shall be very thankful to you.

Date:

Place: Dubai

Ashik Althaf

IT Skills

Tally ERP9, Quick Book & zoho.
MS Office (Word, Excel, PPT).
WPS and Inventory.
Outlook.

Professional skills

Purchase and Sales.
Inventory & Barcoding.
VAT and Taxation.
Accounts Finalization.
Stock Auditing

LANGUAGES

English -Fluent

Arabic -Proficient

Hindi, Tamil -Intermediate

Malayalam -Native