





MUHAMMED ANSHEEB C

 cansheeb073@gmail.com

 0563484359

Address

Ajman, UAE

Mobile

0563484359

Email Id

cansheeb073@gmail.com

Availability

Immediately

Communication skills

- English
- Malayalam
- Tamil

Computer Skill

- MS Office (Word, Excel, PowerPoint)
- Windows
- Tally ERP
- Master Accounting Software

PROFILE

Pro-active, result oriented and hardworking professional to hold a challenging position in Accounts & Human Resource department that provides a chance to develop professionally & personally where in my education, experience & skills can be fully utilized and will have a positive contribution.

PROFESSIONAL EXPERIENCE

ACCOUNTS ASSISTANT

AGO Traders, Kerala, India (06/2020 to 10/2021)

ACCOUNTS Duties and Responsibilities:-

- Posting all purchase & sales, receipt & payment invoices.
- Posting Petty Cash Transactions.
- Prepare and review daily expense sheet and report to manager.
- Record day to day transactions.
- Perform monthly account reconciliation.
- Vendors Cheques preparation, printing & Posting.
- Maintain inventory record on computer.
- Maintaining cash book, ledgers, trial balance, Profit & loss account, & balance sheet.

INTERNSHIP

Finance Internship Training from Learnovate E commerce

Passport Details

Passport : # R8039819

Date of Issue : 08/01/2018

VISA STATUS

Visit Visa

Date of Expiry :

26/02/2022

Nationality

Indian

DOB : 22-07-1997

ACADEMIC

2018 Bachelors in Commerce(B.Com) Calicut University

2015 Plus Two Kerala Board

OTHER QUALIFICATION

1. Diploma in Computer Application.
2. Business Finance Foundation.
3. Fundamentals of Digital Marketing (Google)

PROJECT

- A Study on Consumer Satisfaction of Telemarketing
- A Study on Branding Influence of Consumer Behaviour at Malayil Food Products

Key skills:

- Comprehensive problem solving skill.
- Proactive and effective communication skill.
- Enthusiastic and team facilitator.
- Initiative to perform tasks efficiently.
- Exemplary aptitude in extracurricular activities.
- Energetic, dynamic, sincere, and ability to work.
- Clerical aptitude and secretarial skill.

DECLARATION

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

MUHAMMED ANSHEEB C