



ASHIK.P. A



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United Arab Emirates

OBJECTIVE

To work with a progressive and professional organization, which offers challenging opportunity, where my skills, talents and experience can be effectively utilized.

PROFILE

Well organized, efficient, flexible, friendly and versatile team player who will work hard and excel in any environments. Dedicated and committed, willing to take on challenging roles, tough work to tight deadlines

SKILLS

- POS system
- Petty Cash
- Tally. ERP
- Ms Office

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

Work Experience

Assistant Accountant

[April 2020 to Jan 2021]

Aber AL Imam workshop
(Plot 38, M 23, Abu Dhabi)

- Preparing Financial Documents Such As Invoices, Bills, And Accounts Payable And Receivable
- Create And Update Expenses Reports
- Prepare Bank Deposits
- Completing Purchase Order

Receptionist / Cashier

[July-2018- Mar -2020]

Food Lands Restaurant (NMC Group)
(Abu Dhabi –UAE)

- Handling Calls and emails and provide relevant information
- Making staff Duty schedule
- Petty Cash Handling
- Collect payments whether in cash or credit
- Special Menu Preparations
- Resolve customer complaints, guide them and provide relevant information
- Maintain clean and tidy checkout areas

Receptionist /Cashier

[May- 2010 - Jun-2018]

Food World Restaurant (NMC Group)
(Al Ain – UAE)

- Handling Calls and emails and provide relevant information
- Collect payments whether in cash or credit
- Resolve customer complaints, guide them and provide relevant information
- Maintain clean and tidy checkout areas
- Familiarity with electronic equipment, like cash register and POS
- Manage transactions with customers

PERSONAL PROFILE

Dob : 17-02-1986
Gender : Male
Father's Name : Abdul Majeed
Religion : Muslim
Nationality : Indian
Marital Status : Married
Hobbies : Driving &
Hearing Music

Accountant

[Sep-2007 – Mar-2010]

Smart System
(India, Kerala,)

- Preparation of Sales Reports
- Recording transactions using tally
- Prepare Monthly Income & Expense report.

Academic Credentials

- **BACHELOR OF COMMERCE** from the University of Calicut, Kerala, INDIA, with 'Co-operation' as one of the Optional Papers.
- **Higher Secondary School** from Govt. of Kerala
- **Secondary School Leaving Certificate** from Govt. of Kerala

Declaration

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Place: Dubai

Date:

Ashik.P.A