



Irshad Ansari

CONTACT DETAIL

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PROFILE

To become a part of a dynamic group where I could further explore the skills and capabilities, which I gained in the whole working career and in present job experience, and to serve in a challenging work environment with equally vast opportunities of career development based upon achievements results.

SKILLS

- Strong written & oral communication
- Time Management
- Leadership
- Industry Knowledge

LANGUAGES

English, Hindi and Urdu

WORK EXPERIENCE

Mumbai Cafeteria, Ajman Manager cum Cashier

Jan- June 2018

- Collect cash, checks, and credit card payments from customers
- Make change accurately and efficiently
- Issue receipts to customers
- Deal with returns and refunds as necessary
- Maintain cash control over register drawer and verify amounts are correct
- Answer customer questions as they arise
- Calculate customer bills through cash register

Sigma Const. Co. Pvt. Ltd Gujrat India

July 2018-2019

Account Assistant

- Preparing monthly and annual accounts
- Corporate document maintenance
- Projecting cost calculations
- Preparing and posting journals
- Logging daily entries in accordance with accounting policy

A R Engineering, Mumbai India Store Keeper

2017-2018

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies

QUALIFICATION

B.COM 1st Year Completed
(Financial Accounting & Principles of Management)

CERTIFICATE

- One Year Office Automation
- Tally ERP 9

VISA STATUS

Visa Duration : 3 Months

Visa Expiry : 24 February