



MUHAMMED ANSHAD. A

ADMINISTRATIVE ASSISTANT

WORK EXPERIENCE

Administrative Assistant

Abraj Group of Hypermarket LLC. | 2020 - Present.
(2+ Years)

- Cheque Printing
- Bank Reconciliations
- Booking All Expenses
- Accounts Payable & Receivable

Data Encoder/Data Entry Clerk

Al Madina Group of Hypermarket LLC. | 2017 - 2020.
(2+ Years)

- Manage Daily Cash & Credit Transactions, Creating Product's Barcodes with Effective Price
- Driving Special Offers to Attract the Customers & Helps to Growth in Sales
- Entering all Cash & Credit Purchase Invoices
- Provide Sales Invoices to Inter Branches
- Billing Invoices
- Filing all Documents
- Providing Quarterly & Monthly Report to the Senior Departments & Top Level Management

Assistant Accountant

Muhammed Kunhi & Sons Leather Co. | 2017 - 2017. (3 Months)

- Assisting in Accounts, Preparing Day Book, Ledgers and Handling day-to-day Transactions
- Assisted in Developing Smooth & Accurate Transactions

PREVIOUS EDUCATION

Kannur University

Bachelor of Commerce with Computer Applications

- Class Graduated in 2016
- Malabar Islamic Arts & Science College, Kerala 2013 - 2016

High School

Commerce

- Class Graduated in 2013
- Higher Secondary Govt. of Kerala 2012 - 2013

PROFESSIONAL COURSES CERTIFICATE

- G-TEC COMPUTER EDUCATION CENTRE, Kerala, India- Professional Diploma in Indian, Foreign SAP Accounting (PDIFAS) - 2016 (9 Months Course)
- ORPHANAGE INDUSTRIAL TRAINING CENTRE, Kerala, India - Tally ERP 9 - 2013 (4 Months Course)

PERSONAL BACKGROUND

Nationality : India

Date of Birth : 04-06-1994

Marital Status : Single

Languages : Malayalam (Good)
English (Intermediate)
Tamil (Beginner)
Hindi (Beginner)

Hobbies and Interest : Football, Cricket, Chess & Music.

SKILLS

- MyCom (Retail Management Software)
- Accinge Technology (Retail Management Software)
- Tally ERP 9 (Accounting Software)
- PeachTree (Accounting Software)
- QuickBook (Accounting Software)
- Microsoft Excel
- Microsoft Word

GET IN TOUCH WITH ME

Email : anshad0406@gmail.com

Cell : +971508930373

Whatsapp : +917902273564

Linkedin : www.linkedin.com/in/muhammed-anshad-a-04j1994