

AFSAL SUBAIR



Contact

Address:

Kottavathukkal (house)
Thodupuzha, India

Mobile:

+919496261929

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.com

Languages

English
Hindi
Malayalam

Summary

To work in a challenging and dynamic environment which gives me an opportunity to add value to the company and enhance my knowledge and continues development of upgrading knowledge by execution of vested responsibilities by the organization with loyalty and integrity.

Skill Highlights

- Working Knowledge of Accounts
- Working knowledge of computers
- Administration & Coordination
- Good communication skill
- Positive Attitude
- Willing to work beyond normal working hours

Career Summary

- Worked as an Assistant Accountant in Janatha Hardware and Cements, India (Hardware ,sanitary, steel and cements Trading) from Dec-01-2019 to Mar-21-2022
- Worked as a Cashier and supervisor in New Hana pardhas,India From 01-04-2019To 30-12-2019.

Duties and Responsibilities

- Prepare Purchase order, Goods Receipt, Accounts Payable, Invoices and Accounts Receivables
- Prepare daily reports of sales and purchases.
- Maintain vendor dealings with products.
- Prepare Quotations, Sale order, Delivery note and Accounts receivable invoice.
- Create vendor creation and customer creation.
- Handle our customer product delivery coordination and record customer short items and order the items to stock available firms.
- Make monthly filing of all invoices.
- Prepare voucher entries.
- Handle inventory system and also create accounts receivable credit memo.
- Make monthly statement of vendor and customer.
- Create item cost of product and item creation.
- Make monthly gross profit report.
- Prepare separate daily reports of sales executives.
- In Google sheet daily records customer sales amount and also maintain open sales order to close whether the customer not purchase.

Additional Education

- PDIFAS (Professional Diploma in Indian and Foreign Accounting)
- SAP Business One (ERP Software, Germany)
- Tally (G Tec Computer Education)
- Peachtree
- QuickBooks
- MS excel
- MS word
- MS PowerPoint

Education

- **BACHELORS OF COMMERCE**
M G University 2019
- **BOARD OF HIGHER SECONDARY EDUCATION**
2014
- **SECONDARY SCHOOL CERTIFICATE**
2012

Strengths:

- Self Confidence & Hard working.
- Punctuality & Flexible to work.
- Able to work in a team to achieve targets.
- Sincere at work and to feel responsibility.
- Problem solving skills.

Personal profile:

- | | | |
|------------------|---|--------------|
| ▪ Name | : | AFSAL SUBAIR |
| ▪ Fathers Name | : | Subair |
| ▪ Nationality | : | Indian |
| ▪ Date of Birth | : | 24/05/1998 |
| ▪ Marital Status | : | Single |
| ▪ Passport No | : | T4856806 |
| ▪ Expiry Date | : | 28-03-2029 |
| ▪ Date of Issue | : | 29-03-2019 |
| ▪ Place of Issue | : | Kozhikode |
| ▪ Visa Status | : | |

Declaration:

I under take that all the above mentioned details provided by me are true up to my knowledge.