



Muhammed Ashiq



CAREER OBJECTIVE

Seeking a challenging position in an organization wherein I can be able to utilize, enhance and develop my skills, strength and capabilities that will lead to mutual benefits of the organization and individual.



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CURRENT RESIDENCE

Villa No.4
Room No. 15
Al Mashay Str
Abu Dhabi

LANGUAGES

- English
- Malayalam
- Hindi
- Arabic

COMPUTER PROFICIENCY

- Microsoft windows
- Microsoft Excel
- Tally
- Peachtree
- Microsoft Word
- SAP
- QuickBooks

PERSONAL INFO

DOB : 05-02-1994

Gender : Male

Marital Status : Married

Nationality : India

Passport No. : N8563762

Visa status : Visit Visa



AREA OF INTEREST

- Accounting
- Stock controlling
- Supervising
- Customer-relations
- Logistics
- Real Estate



Working experience

- Accountant (Present)

Kahramana real estate & Al mujtahed legal consultant

Abudhabi

- Record day to day finance activities in excel
- Create monthly reports for management
- Collect and deposit the cheques in the bank
- Generate tenancy contract for residential and commercial

- Store keeper (4 years)

LULU Muscat hypermarket LLC, Oman

- Receive and forward all types of goods and deliveries in and out of the hypermarket to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Verify the stocks and record the details of STV,GRV,IGT,WRITE OFF,WASTAGE,ETC.. in SAP software
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Monitor Periodic Automatic Replacement levels for all food items to ensure proper levels.
- Responsible to verify all goods arrived as per the agreed purchase order, and agreed quantity has been received.

PERSONAL INTERESTS

- Social activities
- Cricket
- Football
- Travelling

- Responsible for the day to day check on the storage facilities of keep up and hygiene.
- Refuse acceptance of damaged, unacceptable or incorrect items.
- Ensure all store requisitions are signed by concerned Department supervisors and approved by GM depending upon the hypermarket's operations procedure.

• Cashier cum Asst. Accountant (1 year)

Globers fashion retail, Calicut

- Manage transactions with customers using cash registers.
- keep the petty cash transactions in Excel
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds or change
- Greet customers when entering or leaving the store



Educational Qualifications

Qualification	Institution	Year
Diploma in Accounting	IPA Accounting institute Tirur	2016
Degree in BA English	Majlis Arts & Science college	2012-15
Higher Secondary (+2)	Valanchery Higher Secondary School	2010-12
SSLC (10 th)	Valanchery High School	2009



Skills & Strength

- Good oral communication and writing skills.
- Good listener, problem solving and decision-making skills.
- Striving for excellence and target achievement.
- Proficient in Ms Office, computer related skills.
- Hard working and Punctual.
- Time management.



Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. Looking for long term support and career enhancement in your prestigious organization.

Muhammed Ashiq Vadakkekara
ABUDHABI