

CURRICULUM VITAE



MUHAMMAD ALFAS K.Y

Alfazarafa313@gmail.com

Visa Status :- Visit Visa

Abu Dhabi UAE

Tel: +971 552439886

OBJECTIVE

To achieve professional excellence in any above mentioned field that provides me with opportunities to fully utilize and develop my knowledge, skills, information and education. I am easily motivated, confident, Honest and dedicated to my job.

EDUCATION

- Professional diploma in accounts business management (PDABM)
- Higher Secondary School leaving certificate (Plus Two)
- High School (SSLC)

COMPUTER SKILLS

- Tally Erp 9
- Tradeasy
- QB
- Peach Tree
- MS Office
- AcroTex

WORK EXPERINCE

M/S Flora Life Style Pvt Ltd

Eranakulam,India

Designation:- Billing & Cashier Staff

working from 2019 to 2021

Duties & Responsibility

- Review invoices to identify any errors before invoice delivery.
- Compile and maintain documents and records of all billings.
- Process and monitor bills related credit memos.
- Initiate and establish new procedures in billing tasks.
- Improve existing billing procedures to avoid recurrence of errors.
- Update all billing procedures.
- Monitor online payments, credit card or bank transfer payments.
- Handle billing inquiries from the customers.
- Manage aged bills and inform customers regarding payments.
- Maintain and update customers' database.
- Prepare monthly or periodic reports of all billings.
- Assist the accounts department in preparing account statements and financial reports.

PERSONALITY

- **Positive Attitude towards life.**
- **Honesty with sense of purpose**
- **Openers to words learning new skills**
- **Ability to work hard in adverse circumstance to meet knowledge believe.**

PERSONAL DETAILS

Date of Birth	:	28/09/1997
Gender	:	Male
Marital Status	:	Single
Nationality	:	India
Languages	:	English, Hindi, Malayalam & Tamil
Passport	:	N6890171
Nationality	:	Indian

Declaration:

I hereby certify that all the above information supported herein is true and correct to the best of my knowledge and I assure you that if selected I will render my service to your utmost satisfaction.

Place: Abu Dhabi

Date:

alfaz