

ASHFIN P G

Flat No 107, Nirala Building,
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Objective:

To be part of organization which provides a high quality work life through challenging opportunities, meaningful career growth and professional development.

Professional Experience Summary:

- Worked as an **Accountant** for the organization **Shameem Riyas & Associates, Kerala, India**, from **Aug 2019 - Sep 2020**.
- Currently working as an **Accountant cum Admin** for the organization **Tech Cybers FZE, Dubai, UAE**, from **26th May 2021**.
- Total **3 Years** of experience in the field of **Accountant cum Admin**.
- Expertise in Handling Accounts using accounting software **Tally**.
- Expertise in General Accounts related work such as preparation of vouchers, record Keeping and managing accounting transactions.
- Preparing Bank reconciliation statement and Summary report showing bank balance.
- Expertise in Accounts Payable - Preparation of working sheet of Supplier Reconciliation Statement, Missing invoice follow up & expense booking, preparing cheques & issuing to suppliers.
- Follow-ups of credit Notes from suppliers and making deductions from payments with approval.
- Customer receipt posting – which is received Online payment (TT) and by cheques booking to the system and passing manual receipt.
- Verifying the Invoice Local purchase and booking to the system, Follow-ups for the credit notes for any discrepancy to the supplier.
- Preparation of customer invoice frequently and issuing to the customer taking management approval.
- Preparation of working sheet of Receivable account (SOA) and follow-ups for the payments.
- Petty Cash Handling - Cross-checking vouchers, updating in excel sheet, booking to the system and taking approval from management.
- Invoicing & Tracking Domain & Hosting Plans.
- **Administrative work:**
 1. Preparing quotations and follow up.
 2. Using Photoshop to design local events such as poster, brochures.
 3. Sending marketing E-mails and record all details in Excel sheet.
 4. Preparing Google SEO report and etc.
 4. Answering Phone calls regarding enquires.

Academic Profile:

- **Bachelor of Commerce (BCom.)** from **Bharathiar University, India**. 2019 pass out.

CERTIFICATES

Post Graduate Diploma in Indian and Foreign Accounting

*Institute Of Professional Accountant (2016 – 2017), Kerala, India
Courses (PGDIFA)*

STED COUNCIL (2016)

Shipping And Logistics

IPA ISO CERTIFIED (2017)

Post Graduate Diploma in Indian and Foreign Accounting

CERTIFICATE OF COMPLETION (2017)

SAP Business One Accounting & Logistics

CERTIFICATE OF MERIT (TIL) (2017)

Tally ERP 9

British Council (2014)

Aptis Forward Thinking & English Testing

Computer Skills:

Accounting Software	:	Tally, QuickBooks, Sage 50, SAP
Office Automation	:	MS Excel, MS Word
Operating System	:	Windows XP, Windows 7, Windows 10

Personal Skills & Strength:

Good verbal and written communication skills, ability to deal with people diplomatically, willingness to learn and hard worker, Faith on myself, Patience, Sincere, confident, Good team Player, Time management.

Personal Details:

Name	:	ASHFINP G
Father's Name	:	ABDUL AZEEZ
Nationality	:	Indian
Date of Birth	:	19 th May 1995
Gender	:	Male
Marital Status	:	Single
Languages Known	:	English, Hindi, Malayalam and Tamil.
Passport No.	:	N9973082 (Expiry: 05-05-2026)
Permanent Address	:	Pottenchery House, Padikunnu, Nilambur Post, Malapuram Dist, Kerala-679329

Place: Dubai

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