



# MUHAMMATH ARIF A M

## WORK EXPERIENCE

1. **Worked as a “Office Staff Come ACCOUNTANT” in National Matric Higher Secondary School, Tiruvannamalai TAMILNADU 2022**

### Duties and Responsibilities

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts

2. **Worked as a “STORE KEEPER COME CASHIER” in Helal Al Barsha Grocery LLC**

**Al Barsha 1, DUBAI UAE from 01/05/2022 to 11/11/2023**

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
- Maintaining a clean workspace.

## EDUCATION

- **DR VGN MATRIC HR SEC SCHOOL 10<sup>th</sup> Standard (2015)**
- **DR VGN MATRIC HR SEC SCHOOL 12<sup>th</sup> Standard (2017)**
- **SHANMUGA INDUSTRIES ARTS & SCIENCE COLLEGE B. COM (2020)**

## SKILLS SUMMARY

- Point-of-sale systems.
- Effective communication.
- Active listening.
- Positive language.
- Problem-solving.
- Good Customer service
- Time management
- Team work
- Attention to details

## SUMMARY

I am punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and I am able to take instructions from all levels and build up good working relationship with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

## CONTACT

### ADDRESS

Al Barsha 01, Dubai, UAE

### PHONE

+971 50 469 5011

### EMAIL

muhammatharif0914@gmail.com

### VISA STATUS

Employment

## PERSONAL DETAILS

**Date of Birth :** 14/05/2000

**Gender :** Male

**Nationality :** Indian

**Civil Status :** Single

**Passport no :** V1426276

**Hobbies :** Traveling  
Movies  
Gaming

## LANGUAGE

English - Good

Tamil - Fluent

Hindi - Fluent