



ABDUL ASHIQ

Abu Dhabi, UAE

Skills, Strengths & Expertise

- Banking coordination
- Bank account review and reconciliation
- Manage cash deposit and withdrawal with bank
- Handle foreign currency account for the company
- Expert in SAP System
- Data entry and management
- Handle Customer queries
- Attend and assist walk in customers for their requirements
- Handle Customers Cash transactions
- Collect payments
- Leadership & Decision making
- On time and meeting deadlines
- Quick learner and accuracy
- Microsoft Office applications like Excel, Word, and Power Point
- Works & interacts effectively as a team leader, balancing individual & team efforts
- Conscientious, dedicated, sincere and committed
- Adaptability, Time Management, Hard work

Profile

Looking forward to work in strong, forward thinking, progressive and equal opportunity organization where I can apply the knowledge I obtained by maximum utilization of my skills for achieving the organization goals. Simultaneously for the personal growth and attain more professional experience.

Contact

+971504099597

iamashiqasharaf@gmail.com

Education

DIFA (Diploma in Foreign Accounting)

MS Office (Word, Excel, & Outlook)

B COM – Chhatrapati Shahu ji Maharaj
University Kanpur – India 2020

Language Skills

English

Hindi

Malayalam

Personal Profile

DOB : 12-09-1998

Marital Status : Single

Nationality : Indian

Visa Status : Visit Visa

Availability : Immediately

Projects

Covid-19 Task force with Abu Dhabi Mafraq Hospital

Role: Administration Executive

Key Activities:

- Assist Doctors during duty visit
- Medical Transcription
- PCR campaign at Schools
- Manage utilities logistics & Inventory

Khalifa Foundation Hospital in Yemen

Role: Operations Executive

Key Activities:

- Setting up overall hospital operations
- Monitoring on-site projects and field operations

Work Experience

VPS Healthcare, Abu Dhabi, UAE

Operation executive

March- 2022 to November-2022

Roles & Responsibilities

- Forecasting and preparing of daily doctor's duty schedule
- Visit routinely in every department and ensure smooth operations
- Ensure availability of all required forms and utilities
- Attend all the operations related issues and resolve with
- quick decision/action based on the priority and nature
- Coordinate with all departments to collect data and input the system
- Prepare management dashboard and reports
- Arrange team leaders meeting to discuss operation strategy
- Ensure availability of all required consumables
- Negotiation with ventures to support hospital operations
- Prepare and implement standard operating procedure for the smooth operations
- Ensure strict compliance of regulatory rules and regulations

VPS Healthcare, Abu Dhabi, UAE

Covid duty

Dec – 2021 to March-2022

Roles & Responsibilities

- Maintains patient charts / records / clinic logs and database in SAP system
- Inpatient registration and create patient file
- Prepare hospital record of the patients by attaching previous medical records, current situation and with all other documents related to the patient.

ASIAN STEELS – Kerala, India

Jr. Accountant

April 2020 to September 2021

Asian Steel is a trading company deal all types of iron & construction material which includes TMT, GP Sheets, Square Pipes, Angles, and Cement etc.

- Accounting day to day vouchers & bills.
- Maintaining Day Book.
- Prepare and manage outgoing mail
- Check, sort and forward emails
- Monitor office supplies
- Place supply orders when necessary
- Monitor and update records and files
- Monitor and log office expenses and costs
- Maintaining Stock Register.
- Maintaining Asset Register.
- Maintaining Staff Attendance Register
- Manage transactions with customers using cash registers
- Collect payments whether in cash or credit

Declaration

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

ABDUL ASHIQ

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