



# ASHIQ FRANCIS

PADINJAKKARA HOUSE CHIYYARAM P. O THRISSUR 680026

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## PROFILE

- Motivated versatile and efficient storekeeper cum Secretary having more than 2 year experience with well developed communication skills.

## Education

- NDT GAMMA INSTITUTE THRISSUR** 2021  
QUALITY CONTROL AND QUALITY ASSURANCE
- SYNERGY INSTITUTE THRISSUR...**  
TALLY ERP, GST, GCC VAT, TDS, M. S EXCEL, WORD

## Languages

- English, Hindi, Malayalam, Tamil

## PASSPORT DETAILS

- Passport no : U2037652  
Place of issue : KOCHI  
Visa status : No visa

## INTERPERSONAL SKILL

- A matured pleasant personality, keen sense initiative and a well developed sense of responsibility. Friendly and courteous disposition and having experience in multicultural working environment.

## PROFESSIONAL EXPERIENCE

- Name of company : Telal general maintainece company Abudhabi  
For period of : 2020 December to 2022 March  
Company profile : Well reputed company in abudhabi  
Position held : storekeeper / secretary
- Storekeeper/accountant in ABNAL NAFIS TAILORING BAHRAIN FOR A PERIOD OF 2021-2024...

## NATURE OF WORK

- Coordination with Store, Purchase and Marketing Departments.  
Price negotiation with Vendors and credit terms. Ensure timely delivery of required materials and services.  
Preparation of payment and receipt vouchers.  
Preparation of packing list, export invoice for export etc.  
Preparation of monthly and quarterly statement of creditors account.  
Maintenance of Prime Books.  
Monitoring Purchasing.  
Monitoring the collections from customers and follow up of default customers.  
Preparation of Customer Ageing and Supplier Ageing Report.  
Providing information to Sales and Stores in advance regarding the arrival of shipment.  
Handling Petty Cash Expenses and Preparing Monthly Report on Petty cash expenses.

Reporting to Accounts Manager.  
Inter department reconciliation & follow up with branches.