



ASHIK NAJEEM

Mobile No. 0564368591

Email :ashiknajeem2022@gmail.com

Personal Details:-

Father's Name: Najeem
D.O.B : 21.02.1998
Nationality : Indian
Passport No. : P 9121207
Expiry Date : 02.04.27
Marital Status: Single
Blood Group : B+

Address:

Muthiraparampil House
Pallickachira Post
Paippad, Changanacherry
Kottayam District
Pin -686537

Languages Known:

English, Hindi, Tamil & Malayalam

CURRICULUM VITAE

OBJECTIVE

I am looking for a work environment in which I can present my creative abilities, hopefully at the end, it will reflect a carrier equivalent to a ambition I always dreamed at of I also aim through this position to continuously develop my abilities in a work environment that will allow me to build a fortune of practical experience.

WORK EXPERIENCE

- Invoice Entering
- Inventory Control
- Never overlook Product-Level Shelf Life when ordering
- Create a centralized Record of all Products
- Identify Stock Location
- Do Regular and Accurate Stock Counts
- Combine Sales Data with inventory Date to simplify Reporting.
- Creating a Purchasing Process
- Establish a Process for Markdowns and Promotions
- Inventory Management

ACADEMIC PROFILE & CERTIFICATION

- Passed B.Com (Completed in 2023)
(Mangalore University)
- Passed Higher Secondary (Completed
2016)
(Kerala Board)
- Passed SSLC (CBSE) (Completed 2014)

EXPERIENCE

Working as a Accountant in TALAL Supermarket Al-Whada
StreetSharjah , UAE from 2021 June 12 to till continuing

Workina as an Accountant and Inventory Section Incharge
in INDIA/RENO Hypermarket from January 2017 to
December 2020)

COMPUTER LITERACY

Microsoft office (Word, Excel, power point)
Internet

KEY SKILLS

Experience in billings and collections

Good timekeeping and attendance record

Tax preparation

Well-developed interpersonal skills

Bookkeeping

Proficient at QuickBooks and Excel

High level of organization; managed range of clients documents

Provide professional accounting advice and assistance to corporate clients

Analyze business operations, trends and costs

PERSONALITY SKILLS

Goal oriented and self-motivated.

Excellent interpersonal skills.

Efficiency of managing multiple tasks.

Hard working and flexible to work in shifts.

STRENGTH

Quick Learning.

Hard working.

Confident

Good Communication.

Ability to work as a team Leader

HOBBIES

Travelling

Listening to music

Playing Badminton

EXTRA CURRICULAR ACTIVITIES

NCC cadets in schooling time

National Service Scheme Member

DECLARATION

I, hereby assure you that the above furnished details are true to the best of my knowledge.

ASHIK NAJEEM