



# MUHAMMED ASIF



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## LANGUAGE

- English
- Hindi (basic)
- Tamil (intermediate)
- Malayalam (native)

## EXPERTISE

- SAP(Fi-Co)
- MS Excel
- Ms Word
- Power Bi
- Pivot Table
- Tableau
- Management Skills
- Team Player
- Communication
- Problem-Solving

## CERTIFICATONS

PowerBI – Data Visualisation | Great Learning

Tableau – Data Visualisation | Great Learning

MS Excel – Pivot Table & VLOOKUP | Great Learning

## EXPERIENCE

### Accounting Assistant

09/2022 – 10/2023

Right hardware and Sanitaries L.L.P

Kerala, India

- Maintain financial records of the Right hardware and sanitaries, including income & expenditure statements, balance sheets, and cash flow statements.
- Process payments to suppliers and vendors.
- Reconcile bank accounts and other financial statments.
- Collaborate with other departments to gather financial information and resolve any financial-related issues or inquiries.
- Maintain a filing and record-keeping system for financial documents and transactions.
- Handle accounts payable and accounts recievables functions.
- Provide administrative support to the company staff, including managing office supplies, equipment, and inventory.

## EDUCATION

### University Of Calicut

Bachelor of Business Administration  
2019-2022

### Sinet IT Education

Diploma in Business Finance Management  
2022-2023

### Sinet IT Education

Diploma in SAP Fi-Co  
2022-2023