

Address:

Abu Dhabi , U.A.E

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Profile

A B.Com graduate looking for a challenging career in the finance and accounting field where I can enhance my skills and knowledge which can further become beneficial to the organisation. Extremely motivated to constantly develop skill and grow professionally. Confident in my ability to be professional and responsible. Ability to build a healthy work environment and have a positive mindset towards teamwork.

Skill Highlights

- Tally
- SAP
- Peachtree
- Microsoft Office (Ms Word, Ms Excel (advance), Ms power point)

Certificate

- **G-Tec Computer Education | ISO 9001: 2015 CERTIFIED**

Completed course entitled PROFESSIONAL GULF ACCOUNTANT.

Awarded certificate for successfully completing GCC VAT Using Tally. ERP 9 and securing Grade A+.

Education

Bachelor of Commerce: Accounting and taxation -2021

Bir Tikendrajit University, Manipur, India.

Vocational course : Finance and Accounting : 2018

Tharbiyath Vocational High School , Kerala , India

Technical School Certificate (THLC) : 2016

Government technical School ,Kerala India

Trade – Basic Engineering with Trade fitting

Experience

Part Time Accountant - 07/2021 to 02/2022

Global Timbers, Kerala, India

- Filing GST return, Data entry, bank entry and Billing.

CASHIER & STORE PERSON - 06/2022 to 08/2022

WAHAT HATTA ELECTRICAL AND SANITARY TR.- , SHARJAH, UAE.

- Entering bills Purchase Order and sales Order, and Billing Using Tally ERP 9, Customer Support.

ADMIN - 08/2022 to 10/2022

Gazni Motor- , Ras Al Khaimah, Dubai, UAE.

- Entering bills Using Excel and scheduling daily activity for Employees, Providing assistance in after sales.

Purchase Department - 01/2022 -

SafeCare Medical Industries LLC- , Jebel Ali, Abu Dhabi, UAE.

- Local Purchase, Providing Sales Invoice, Entering the Stock, Ascertaining the flow of stock, Inventory transfer .

Languages

English- Proficient

Hindi – Intermediate

Malayalam- Native

Personal information

Date of Birth – 1st July 1998

Marital status – Unmarried

Nationality – Indian

Visa status - Employment visa

Declaration

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Faithfully

Azhar .S