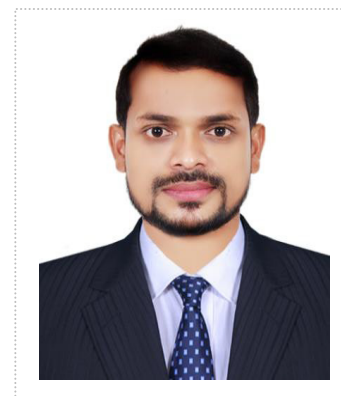


AHAMMED IBNU SAID BUKHARI

Mobile +971 55 717 2765 (UAE-PP)

Email: noohpahmed@gmail.com

• Direct WhatsApp & Call : +91 96055 62633 (India & UAE)



• CAREER OBJECTIVE

To seek a challenging career in an **Administrative level** (Marketing/PR/Sales/ Auditing & Accounts) that provides a channel for enhancement of my knowledge & strength to reach the organization goals as well as to have an upward personal career growth, As a commerce graduate in Co-Operation; Finance & Marketing.

SKILLS

- Handling accounts up to finalization, maintaining bank book, sales records, bank reconciliation statement, marketing materials designing.
- Audit and report; companies, banks, statutory bodies.
- VAT-Accounting & Tax Planning, budgeting, statement on sales & purchase.
- Correspondence with branches, dealers & corporate clients.
- Preparation of business letters, payroll statement & staff scheduling.
- PR-office administration, secretarial functions, CSR Co-ordination.
 - **Languages Known:** Hindi, Malayalam, **Arabic and English.**(Speak & Write)
 - **Software Skills:** Peachtree, Wings, SAP & Tally Accounting.
MS Office-word, Excel, PowerPoint ,Basic Designing.

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- **UAE Driving License with gear** File No.980598/17-01-2011 to 2021

➤ WORK EXPERIENCE

- **UAE** : Administration, PR, Cashier, Accounts & Sales controlling.
- **INDIA** : Accounts, Market Execution & Business Development Consulting.

01/2013 – Present: Grass Roots Businessman Services Dubai –UAE

(Leoway International -The professional business team collaboration)

Designation : **Accounting Consultant & Marketing Manager** (Clients:Siraj Daily, YAAS CLOTHINGS,Impex Electronics,PowerFixTechnical Services,BuildEx & HiPower Group.)

Responsibilities :Administration & Marketing Services, Advt Space Selling, Draw marketing strategies & PR-Discuss the trend and pulse of client's requirements with marketing materials, MIS& Accounts management.

13/08/2005 –08/2012: ADNOC OASIS - (Division of Abu Dhabi National oil Company)

Designation: C-Store Sales Attendant (Retail Store Incharge of Accounts & Daily Sales).

Responsibilities:

- ✓ Making local purchase order (LPO), Handling all daily & weekly invoices and returns invoices, Maintaining Shop Account books.
- ✓ Checking daily list, sending e-mail to head office if any suggestions and complaints occurred, and scheduling staff as per company standard .
- ✓ Merchandising of goods according to company standard, Guiding customer service & accurate information on e-card updating and new connection.
- ✓ Inventory of computer and physical stock & preparing stock reports.

EDUCATION

- **PG M.Com Accounts & Marketing:** Reg No.MNADDCM005 (Calicut University)
- **Bachelor of Commerce Co-Operation: Accounting,Marketing &Management** (FACULTY OF COMMERCE & MANAGEMENT STUDIES –UNIVERSITY OF CALICUT) **Reg Number: 410020 –Certificate:2004-No.3481**
ITI National Trade Certificate-WIRE MAN - (NCVT S.No:241543/2003)

NOTE: Original University Certificates are attested by India & UAE embassy.

- Diploma CFA , PGDIBO-IGNOU Enrolment No.137202556)
- **VAT Certified TAX Practitioner**-Govt of India, Canara Bank Skill training.

PERSONAL INFO

- **INDIAN – Kerala , MALE** (Married–Spouse is a B.Tech Electronics & Communication Graduate)

Date of Birth: 25th February 1981, **Passport No:** K2026377 Valid up to: **21/01/2022**, **Muslim –Sunni**

➤ **ACHIEVEMENTS :**

Very good Staff appraisal from HR- ADNOC-distribution Abu Dhabi-UAE.

Screen & Book binding certificate, NSS (Tech) state level Camp Participation.

REFERENCES

1. Mr.Abdul Salam ADNOC-Dist.-Abu Dhabi,salampoothanari@gmail.com **Mob:** 0552644044
2. Mr.Humaid Qubaizy: Manager Property Dept-Abu Dhabi Municipality UAE **Mob:** 0555655622

DECLARATION:

I am keen to do the best, that the knowledge and skills should utilize for the growth of the organization those who are assigned me the prescribed duty and responsibilities.

Ahammed Ibnu Said Bukhari