

MASOOD



Contact

Address:

Muhaisnah 4, Dubai, UAE.

Phone:

(+971) 555232913.
(Call & WhatsApp)

NATIONALITY:

Indian

VISA STATUS:

Visiting visa

VISA VALIDITY:

11/12/2023

Email:

Masoodsm38@gmail.com

Languages Known

- ✓ English
- ✓ Hindi
- ✓ Arabic, Basic
- ✓ Malayalam
- ✓ Kannada
- ✓ Tamil

Summary

To obtain a challenging and responsible position where I can contribute to the Success of the organization using my skill.

My professional employment experience and life experience has consisted of many accomplishments that would be beneficial to my carrier. Some of these experiences and accomplishments.

Skill Highlights

- Leadership, Problem solving, Time Management, Team work.
- Communication, Sales, Ability to prioritize tasks.
- Excellent multitasking skills, Excellent verbal and written communication skills.
- Invoice billing & online billing Purchase and Sales Ledgers.
- Entering data's client details Making balance sheet.
- Payment on card & Vouchers Account clearance.

Experience

Accounting, Data Entry - 11/02/2017 to 12/10/2019 (2 Years)

Azhar Transport , Puttur, India.

- Assists senior accountants with all financial operations.
- Compiles weekly and monthly financial statements and reports.
- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting.
- Account maintaining, managing, Managing client, stock.
- Makes journal entries, Handling Day to day collections and expenses.

CASHIER CUM RECEPTION: 05/07/2020 to 07/10/2023 (3 Years)

Forum Fiza Mall mangalore, India.

- processing and receiving payments and issuing receipts to customers as they leave with their purchases.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Serves visitors by greeting, welcoming, and directing them appropriately.
- Greet and welcome guests as soon as they arrive at the office.
- Handling queries and complaints via phone, email and general correspondence.
- get in touch with the customers, confirm their reservation, and answer customer's questions.

Education

- Business Accounting Tally ERP 9 Maiss Manipal, India.
- Diploma in 3dsmax Ideal Institute Puttur, India

TECHNICAL SKILLS

- Windows Operating Systems, Tally erp.9, Excl, MS word.
- Auto CADD 3dsmax.