



# MOHAMMED IRSHAD M

## OBJECTIVE

A challenging career which favors learning, creativity, and provides exposure to new ideas and that prompt personal and professional growth along with the organization.

## PROFESSIONAL EXPERIENCE

### Salesman cum Cashier

**Mumuso General Trading Company**, Abu Dhabi, UAE

*March 2023 – March 2025*

- Assisted customers with product selection and inquiries.
- Operated the cash register and processed payments accurately.
- Monitored stock levels and replenished inventory to ensure product availability.
- Promoted products and achieved sales targets.

### Messenger

**Fujairah Insurance Company**, Abu Dhabi, UAE

*October 2020 – October 2022*

- Delivered packages, documents, and messages securely and promptly to intended recipients.
- Managed incoming mail, ensuring professional sorting and distribution.
- Processed outgoing mail efficiently.
- Obtained required signatures and payments upon delivery.

### Assistant Accountant

**Fibre Fruits & Vegetables**, Abu Dhabi, UAE

*July 2018 – July 2020*

- Reconciled invoices and identified discrepancies.
- Created and updated expense reports.
- Prepared bank deposits and entered financial transactions into databases.
- Checked spreadsheets for accuracy and maintained digital and physical financial records.

### Accountant

**Manesh & Associates Accountant & Tax Consultant**, Trikaripur, Kerala, India

*February 2014 – February 2015*

- Managed all accounting transactions efficiently.
- Prepared budget forecasts and published financial statements on time.
- Handled monthly, quarterly, and annual closings.
- Reconciled accounts payable and receivable.
- Ensured timely bank payments, computed taxes, and prepared tax returns.

## Contact Details

☎ 0502418165  
✉ irshadichum@gmail.com  
📍 Abudhabi, UAE

## Personal Details

Date of Birth : 24/07/1994  
Marital Status : Single  
Nationality : Indian

## Passport Details

Passport No. : W6593365  
Date of Issue : 05/12/2022  
Date of expiry : 04/12/2032  
Place of issue : Kozhikode

## Languages Known

- English ●●●●●●
- Malayalam ●●●●●●
- Hindi ●●●●●
- Arabic ●●●

## **Service Staff**

**Akshaya Common Service Centre**, Melparamba, Kerala, India

*June 2016 – June 2017*

- Provided customer support for e-governance services.
- Assisted with documentation and online application processes.
- Handled queries related to various government and utility services.

## **ACADEMIC QUALIFICATIONS**

- **BBM**  
**Mangalore University**  
Srinivas Institute of Management Studies, Karnataka, India.
- **Plus 2**  
**Board of Public Examination Kerala**  
GHSS Chemnad, Kasaragod, Kerala, India.
- **SSLC**  
**Board of Public Examination Kerala**  
GHSS Chandragiri, Kasaragod, Kerala, India.

## **OTHER QUALIFICATIONS**

- **Certified Accountant in Computerized Financial Accounting**  
Professional School of Accounting, Kerala, India
- **Arabic Typing Course**  
Jamia Sa-adiya Arabia, Kerala, India

## **SKILLS AND STRENGTHS**

- Problem solving skill
- Quick learner
- Detail-oriented, Efficient and Organized
- Good communication skill

## **DECLARATION**

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

**MOHAMMED IRSHAD M**