

To be an integral part of an organization or firm and obtain efficiency and apply my acquired knowledge and skills coupled with practical experience, simultaneously contribute to the growth and success of the organization.

Work History

- 2023-02 -
2023-12

Junior Accountant

Milker's Dairy Pvt Ltd, Kerala

 - Increased efficiency in accounts payable processing by verifying vendor invoices against purchase orders.
 - Assisted in payroll administration by reviewing timesheets, calculating employee paychecks.
 - Reduced errors in financial reporting through meticulous review and analysis of documents.
 - Prepared journal entries and entered into system using Tally prime.
- 2021-02 -
2022-05

Sales Cum Store Keeper

National Radio Eletronics, Kerala

 - Transferring stock inside the warehouse and Labeling items for pricing, storage and transfer.
 - Assisting with stock-taking activities and Notifying supervisors and managers of inventory levels. Packing items for storage and retail .
 - Work direct with Customers, and Explain product and functions.

Education

- 2022-07 -
2023-01

Diploma: Accounting

ACE Accounting - Kerala, India

Advanced Diploma in Computer Programming & Accounting (ADCPA)
- 2018-06 -
2020-04

Higher Secondary: Commerce

Al- Hikma Arabic School - Kerala, India

National Instute of Opening School



MUBASHIR
HUSSAIN

ACCOUNTANT CUM
STORE KEEPER

Contact

- Address

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- Phone

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Skills

- Customer Service
- Proficient in Tally
- Warehouse Operations
- Load Planning
- Order Picking
- Invoice balancing

Software

- Tally prime
- Quckbook