



## MUHAMMAD ASHIF VV

Dubai UAE  
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## SOFTWARESKILLS

### Accounting Software

- Tally Prime
- Tally ERP.9
- Quick Books

### MS Applications

- Excel
- Word
- Power Point

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

## PERSONAL INFO

Passport NO : V2146189  
Date of Birth : 31-07-1999  
Nationality : India  
Visa Status : Visit visa  
Availability : Immediate

## CAREER OBJECTIVE

TO obtain a suitable position in a professional and dynamic Organization which promises bright growth opportunities and to contribute the best of my ability for the development of the organization

## EXPERIENCE

### Billing Executive, Accountant & Sales Executive

OGGI Brand Factory - Kerala, India  
(2022 April – 2023 September)

- Recording Transactions
- Bookkeeping
- Inventory Management
- Financial Analysis
- Financial Reporting
- Internal Controls
- Relations
- Customer Transactions
- Compliance and Reporting

### •Billing And Cashier

Reliance SMSL Limited – Kerala, India  
(2021 October – 2022 March )

- Invoice Preparation
- Billing Software Management
- Client Communication
- Data Analysis
- Payment Processing
- Reporting
- Documentation Collaboration

## PROFESSIONAL QUALIFICATION

### Computerised Financial Accounting -CFA

(IBS School of commerce - 2021 June – 2022 March)

## ACADEMIC QUALIFICATION

### ▪Bachelor of Commerce – Computer Application

(University of Calicut – 2021)

### ▪HSE Commerce – Computer Application

(Board of HSE Government of Kerala -2019)

## DECLARATION

I hereby declare that all the details furnished above are true and to best of my Knowledge.