



# MUHAMMED ASHIF P C

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DUBAI, UAE

## OBJECTIVE

Fast Learner & promising fresher with an experience spanning over 3 years within the field of accounting with demonstrated expertise in Office Administration. Is Seeking a successful career in Dubai in the strength of Accountant, Administrator

## PROFILE SUMMARY

- Armed with an MBA in Marketing & Finance; incumbent is an expert in conducting and controlling the full Audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
- Keen eye for determining internal audit scope and develop annual plans, excellent coordinator, has managed events 400+ participation at Institute of Technology, Mayyil, Kannur
- Proficient in obtaining, analyze and evaluating accounting documentation, previous reports, data, flowcharts etc., has attended a-10-day camp conducted by the National Service Scheme and was an important part of the survey
- Prepare and present reports that reflect audit's results and document process

## TECHNICAL SKILLS

- Bank reconciliations and balancing
- Tally
- Microsoft Office [Excel, Word and PowerPoint]

## EXPERIENCE

01/2021 - 10/2022

**Abu Salman Modern Projects** | Muscat, Oman  
**Accountant and Administrative Assistant**

- Responsible for coordinating, monitoring and reporting on daily operations
- Handles bill payments, recording accounting for receipts and maintenance of record of all transaction, this includes daily reconciliation of cash and receipts boxes and recording this on excel spreadsheet
- Creates reports, analyze and interpret monthly sales, revenues and expenses and generates and reviews daily sales reports
- Maintains accounts receivable and payable and invoice management
- Provides administrative support to ensure efficient operation of office
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.,

12/2019 - 10/2020

**ABC Mercantile Group India Pvt Ltd** | KANNUR, INDIA  
**Purchase Assistant and Cashier**

Joined as an Accounts Assistant but gradually moved up to become a Purchase Assistant and Cashier

- Handled the purchase entry of all stock in the firm, including tiles, plumbing and paint items in the RPOS software
- Delegated purchase orders of all stock, as per orders and instructions from Salesman, Sales, Manager and Director. Handled stock transfers of inventory amongst other branches; the task included stock inward and stock outward entries and the preparation of E-Way bill for the transportation of goods
- Efficiently maintained Purchase Accounts and Suppliers Account within the Tally Software
- Created new stock items and new suppliers by sending an email to the Head Office.
- After 6 months, an opportunity was given by the Director of the company to perform the role for other Branches as a Cashier with a salary hike. The offer was accepted and soon reported as a Cashier under the Administration department in June 2020, in ABC Sales Corporation Kannur Branch
- Maintained the routine tasks of a day book; i.e., Cash Receipts, Cash Payment and Petty Cash Expenses

- Windows
- RPOS, POS
- Internet Research

### CORE COMPETENCIES

- Customer Service
- Stock Control
- Record Maintenance
- Auditing
- Software & Hardware Licenses
- Compliance
- Executive Sales
- Leadership & Administration
- Sound Communication Skills
- Accounts Receivables and Payables
- Invoice Management

### PROFESSIONAL CERTIFICATION

- Computer Hardware
- Business Analytics
- Trade
- National Service Scheme
- On the Job Training

### PERSONAL DETAILS

**Date of Birth:** 17/02/1995

**Previous Job Location:** Muscat, Oman

**Current Address:** Al-Nahda 1, Dubai, UAE

**Nationality:** Indian

**Passport Number:** T4206389

**LinkedIn Url:**  
[www.linkedin.com/in/muhammed-ashif-pc-7775](https://www.linkedin.com/in/muhammed-ashif-pc-7775)

- Sent Sales invoices and expense vouchers to the Accounts department. Also prepared a daily report and directly updated this to the Accounts Department and Director of the firm
- Arranged for Cash for Deposits to the bank, executed cheques for clearance, maintained a Ledger Account for the customers as well as entered expenses in the POS software
- Managed the opening and closing of cash counter with denomination in both Daybook and POS

### EDUCATION

2017-2019  
**KANNUR UNIVERSITY** | Kannur, Kerala  
Master of Business Administration: FINANCE AND MARKETING  
Completed my MBA program with dual specialization in Marketing and Finance. During the course i have done two projects

2013-2016  
**KANNUR UNIVERSITY** | Kerala, India  
Bachelor of Commerce: Computer Application  
Completed B-COM degree with specialization in computer application. During the course i have done a project.

2011-2013  
**Board of Vocational Higher Secondary Education** | Kerala, India  
Accountancy & Auditing

### LANGUAGES

**Malayalam:** First Language

<b>English:</b>	C2	<b>Hindi:</b>	C1
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Proficient		Advanced	
<b>Arabic:</b>	B1		
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Intermediate			