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**MUHAMMED DANISH**

PROFILE SUMMARY

Compassionate & dedicated professional with a versatile skill set and a proven track record of success in various roles. possess excellent communication and interpersonal skills and are committed to delivering high-quality work that meets or exceeds expectations. With strong analytical, problem-solving, and decision-making skills, quick learner and able to adapt to changing circumstances. Have a proactive mindset, able to take on new challenges and deliver results in a fast-paced environment. dedicated, passionate, and confident that the skills, experience, and expertise will make a valuable asset to any organization.

KEY SKILLS

* Accounting techniques
* Communication
* Payable and receivable entry
* Organization
* Time Management
* Inventory Control
* Sales & marketing
* Upselling
* Customer service

EMPLOYMENT CHRONICLE

**SALES Cum Cashier/Billing Apr 2023- Oct 2023**

AIWA SILKS KASARAGOD

**KEY RESPONSIBILITIES**

* Provide excellent customer service by greeting customers, answering questions, and assisting them with their purchases.
* Accurately handle cash transactions, process payments, and provide change to customers.
* Monitor and maintain inventory levels, restocking shelves, and informing management of low stock items.
* Have a good understanding of the products or services offered to effectively assist customers and make recommendations.
* Assisting with Stock activities, Keep tracking inventory

 Performing cost-benefit analyses of existing and potential customers

 Maintaining positive business relationships to ensure future sales

**OFFICE ASSISTANT CUM ACCOUNTS Feb 2022- Apr 2023**

HARISH ADUKKAM & ASSOCIATES (Accounting Services Company)

**KEY RESPONSIBILITIES**

* Manage the financial records and accounts of 13 companies, ensuring accuracy, completeness, and compliance with relevant accounting standards and regulations.
* Prepare bank deposits, general ledger postings and statements
* Schedule and coordinate meetings with company representatives, both internally and externally.
* Perform administrative tasks such as filing documents, organize records, and managing correspondence to support efficient office operations.
* Communicate with vendors, clients, and other stakeholders regarding financial matters, including invoice processing, payment inquiries, and reconciliation.
* Perform receptionist duties when needed.
* Excellent organizational and time management skills

**ACCOUNTS EXECUTIVE *2022***

S N College Periya

**BACHELOR OF COMMERCE *2021***

Kannur University

EDUCATION

* MS Word/ Excel
* Tally ERP
* Basic Operation
* Internet & E- Mail

COMPUTER PROFICIENCY

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

LANGUAGES KNOWN

* English : Proficient/Fluent (C2)
* Hindi : Proficient/Fluent (C2)
* Arabic : Independent user(B2)
* Malayalam : Native

PERSONAL STRENGTHS

* **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
* **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
* **ORGANIZATION** - Helping others, organizing a to‐do list. Prioritizing tasks by the deadline for improving time -management.
* **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DETAILS

Gender : Male

Date of birth : 30/05/2000

Nationality : Indian

Marital Status : Single

REFERENCE

* Available upon request

Passport Number : W1463846

Date of Expiry : 08/06/2032

Place of Issue : India

PASSPORT DETAILS