



MUNAVVAR CH

PROFILE

Seeking a challenging career in an esteemed organization where my talents can be utilized for the growth of the company as well as self in an environment where team player role is significant and to be best, be considered as an asset by employer. Learn, gain and implement.

WORK EXPERIENCE

Data Entry

2023-Present

Palengke Supermarket LLC, UAE

- Maintains database by entering new and updated account information.
- Prepares source data for computer entry by compiling and sorting information.
- Processes documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Maintains data entry requirements by following data program techniques and procedures.
- Combines data from both systems when account information is incomplete.
- Maintaining and updating warehouse data in the database system.
- Verifying data by cross-referencing existing physical and digital records.

Assistant Accountant

2020-2022

National Store Wholesale retail Supermarket, India

- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Manage payroll activities and release salaries.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Create daily reports for management and team members.
- Review and file payroll documents
- Participate in quarterly and annual audits

SKILLS

- Proficiency in data entry software and MS Office Suite
- Fast, accurate data entry skills
- Arabic & English Typing
- Attention to detail and high level of accuracy.
- Excellent communication skills
- Strong problem-solving skills
- Customer-oriented and friendly
- Hard Working Effective
- Excellent organizational skills.

DECLARATION

I declare that the information provided above is true and correct to the best of my knowledge

CONTACT

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munavvarch2022@gmail.com

Sharjah, UAE

PERSONAL DETAILS

- Date of birth :02/05/2000
- Nationality :India
- Marital Status :Unmarried
- Visa status :Employment

EDUCATION

- BCom Graduate
- Higher Secondary

CERTIFICATE

- Bachelor of international office Administration (BIOA)
PG 3, Quick book, MS Office, Arabic Typing English Typing
- Tally ERP 9

QUALIFICATION

- Ultra Pos
- Dart Pos
- Infi
- MS Office

LANGUAGES

- English
- Hindi
- Malayalam