

Muhammed Afsal



Contact

Phone:

+971 50 496 7199

Email:

Afsalpm5550@gmail.com

Personal Details

Nationality : Indian
Passport No : M3629105
DOB : 25/08/1996
Sex : Male
Religion : Islam
Marital Status : Single

Reference

Majeed Khalid (Manager)
+971 55 680 6818

Muhammed Musthafa (CA)
+91 96452 66607

Languages

English
Arabic
Hindi
Malayalam

Career Objective

With my knowledge and experience, I am looking forward to an interesting and challenging computer jobs. Teamed up with my field skills I am interested to putting in all my efforts to achieve the sound satisfaction of my superiors, whomever I work for.

Experience (4 Years)

Accountant – Dec 2018 to Dec 2021

AMS Trading Company, Pattambi, Kerala, India

- Manage the day to day financial transaction of the company handle cash management.
- Processed Invoice, Purchase orders, Petty cash, Quotation and credit memos through polosys software.
- Manage account recievable and payables.
- Prepare daily cash position and check return items.
- Reconciliation of daily sales and purchase.
- Copying, scanning and storing documents in each every parties.
- Reconciling bank statement.
- Cheque and cash depositing to the bank.
- File document physically and digital records.
- Maintaining positive business relationships to ensure future sales.
- Receiving and storing invoices.
- Used in Tally, Polosys, MS office, Acro-Bis.

Accountant – Jun 2017 to Oct 2018

C.R Venkiteswaran (Tax Practitioner)

- Monthly GST Filing.
- Morethan 50 parties written purchase & sales bill entered in to BUSY software.
- Perform assigned audit activities timely and effectively.
- Maintain positive working relationship with audit teams.

Education

- **Bachelor of Commerce** Calicut University, India
In Computer Application.
- **MCAM** (Master of corporate Accounting&Management)

IT Skill Highlights

- Tally ERP
- MS Office
- Busy
- Poloys ERP
- Acro-Bis ERP
- Sum Soft