



ABDUL MAHSHOOD



Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth

PERSONAL INFO

EMAIL

abdulmahshood242@gmail.com

PHONE

0504620786

ADDRESS

Al Nahda, Sharjah

DATE OF BIRTH

2000-02-15

WORK HISTORY

■ Cash and Billing Assistant

2021-02 - 2022-08

Gold King Fashion Jewellery, Kasaragod

- Issue invoices and bills and sent them to customers.
- Processed incoming payments and outgoing refunds each week.
- Answer questions and handle complaints from customers regarding bills.
- Check and issue billing adjustments to customers.
- Perform daily closing and balancing of payments and receipts.
- Maintain and manage daily logs of transactions in an organized manner.
- Coordinate with accounts receivable and accounts payable department.
- Collect payments whether in cash or credit.
- Bag, box or gift-wrap packages
- Greet customers when entering or leaving the store
- Redeem stamps and coupons
- Issue receipts, refunds, change or tickets

EDUCATION

■ Commerce, Bachelor of Commerce (B.COM)

2018-06 - 2021-04

Meredian College, Mangalore

■ Higher Secondary, Commerce

2016-06 - 2018-04

Kumbala Academy, Kasaragod

SKILLS

- Good communication skill (Both written and oral communication)
- MS Office and Data Entry
- Ability to Multitask
- Flexible and Adaptable

- Ability to interact diplomatically with others
- Self Confidence & Self Motivated
- Willingness to learn
- Basic knowledge of Accounting and financial management

LANGUAGES

- English
- Malayalam
- Hindi
- Kannada

HOBBY/INTEREST

- Playing team sports (Cricket, Football, Badminton Etc.)
- Video Gaming
- Travelling
- Volunteering at local clubs and organisations
- Playing music
- Keeping up with the latest developments in technology