



THASHREEF.M

Contact



+971 556154694



thashreef1998@gmail.com



Abu Dhabi, AL Khalidiyah
United Arab Emirates

Personal Information

Father's Name : Muhammed Ali
Nationality : Indian
Date of Birth : 01.11.1998
Gender : Male
Marital Status : Single

Passport details

Passport No : T9631426
Issue Date : 07-11-2019
Expiry Date : 06-11-2029
Place of Issue : Cochin

Language

	<u>R</u>	<u>W</u>	<u>S</u>
English	✓	✓	✓
Arabic	✓	✓	
Hindi	✓	✓	✓
Malayalam	✓	✓	✓

CURRICULUM VITAE

OBJECTIVE

Seeking a career opportunity with a highly reputed organization to utilize my experience, knowledge and skills to the maximum for the mutual growth and success.

EXPERIENCE

1. Assistant Accountant Cum Cashier

G.BHASKARAN & BROS

- Nov 2022 to Jan 2024

Palakkad, Kerala

2. Typist Cum Data Entry Operator

MARIYA GROUP W.L.L

- Nov 2021 to Oct 2022

Kingdom of Bahrain

3. Data Entry Operator

EMKE GROUP

- July 2019 to Sep 2021

Palakkad, Kerala

DUTIES PERFORMED

- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions
- Creating and issuing invoices to customers.
- Processing credit memos.
- Preparing account statements for customers.
- Following up on outstanding payments and answering customer queries.

Trainings

- Marketing
- Office management
- Customer handling
- Telephone and email etiquettes

Personal Skills

- Objective thinking
- Motivated
- Hard working
- Multi-tasking skills
- Able to work under pressure
- Etc...

Software Knowledge

- MS word
- MS Excel
- MS Power Point
- Tally ERP 9
- Peachtree
- Inventory Biz 7.2
- Publisher
- Ganith
- Invoice Net v9.677

- Monitoring all payments and preparing monthly billing reports.
- Managing account balances and resolving inconsistencies.
- Assisting the accounting department with the preparation of financial reports.
- Updating accounting records with issued invoices, processed payments, new balances, and customer contact information.

EDUCATION

Diploma in Accounting & Office Management System

ICS – INDIA Group of Institution

Diploma in Computer Technical

ICS – INDIA Group of Institution

Higher Secondary in Commerce

National Institute of Open Schooling

Secondary Education

Kerala State Board

REFERENCE

Ajay (Managing Director)

(G.Bhaskaran & Bros)

+91 8921048979

Vibin (Accounts Executive)

(Maria Group W.L.L)

+973 35947068

Faizal (Accounts Executive)

(Emke Group)

+91 9946469378

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

THASHREEF M