



AFSAL EDAVALATH

PROFILE

Experienced accounting professional to obtain a challenging position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career as well as the growth of the company

TECHNICAL QUALIFICATION

Certificate program in Financial Accounting (CPFA)
Certificate program in Financial Accounting course and securing Grade A+
Certificate in E-Accounting + CPFA from spectrum computers

WORK EXPERIENCE

Top in Town supermarket

Cashier and sales executive

- Processed customer purchases and returns using a cash register and a barcode scanner
- Counted cash and balanced the drawer at the end of each shift.
- Greet and assist customers with their inquiries, needs, and purchases in a courteous and professional manner

MK Ahmed Mart

Accountant & Data Entry operator

- Preparing Goods Receipt Notes (G.R.N)
- Correlating & Reconciling Purchase & Sales
- Receiving of goods & tallying with physical quantity
- Maintain proper record of daily cash flow
- Preparation and verification of Financial Report
- Also work all departments cash and Billing
- Handled customer returns, exchanges, and refunds in accordance with store policies and procedures.
- Process transactions, handle cash and credit payments, and issue receipts and invoices

Mathew medical clinic

- Account&Data Entry operator
- Cashier
- Receptionist
- Marketing officer
- Staff filling clerk
- Dental assistance
- Sales officer

DECLARATION

The above information is correct to my knowledge, if you favor me with an appointment, I shall do my best to work to the satisfaction of my Manager

Yours Faithfully
(Afsal Edavalath)

CONTACT

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- ✉ afsalaem@gmail.com
- 📍 Deira,Dubai
- 📅 17/04/1994

EDUCATION

2015

BACHELOR'S DEGREE

- B com with computer application
Kannur university

2012

- Board of HSE Government

Kerala

SKILLS

- Tally E.R.P 9.0
- Ms office
- Internet
- Sales
- Customer service
- Cash handling
- Problem solving
- team working
- QuickBooks,pechetre and handling all software
- persuasion

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil
- kannada