

# MUHAMMED AFSAL



## Contact

Dubai – United Arab Emirates

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## Personal Details

- ❖ Nationality: Indian
- ❖ Sex: Male
- ❖ Date of Birth: 02.02.1995
- ❖ Marital Status: married
- ❖ Passport No. P0821388

## Skills

- ❖ Communication Skills
- ❖ Presentation Skills
- ❖ Team Leadership
- ❖ Improving Efficiency
- ❖ Typing skill

## Objective

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

## Work Exposure

Good work exposure in handling accounts of any type of business organization from vouching to preparation of final accounts. Experience in handling of Purchases and Sales, Customer service support, Banking Transactions, Office Assistance. Work experience in modern computer accounting software.

## Professional Experience

### ❖ Accounts Executive

Apr2022 – Sep 2023

*Mr.Light Technology Pvt.Ltd* Kerala-India  
(international home appliances market)

- Assisting Chief Accountant with Preparation and Finalization of books of Accounts which includes Cash/Bank Books, Ledgers, Trial Balance, Profit & Loss Account & Balance Sheet
- Preparation and Filing of Monthly and Annual GST Returns.
- Preparation of Bank Reconciliation Statement on Monthly Basis.
- Preparation of Profit & Loss Account on monthly basis.
- Preparation of Manufacturing account (Cost of production) on Yearly and monthly basis.

### ❖ Accounts Assistant& cash supervisor

May2018-Mar 2022

*Pasons Al Madeena Hypermarket Llc Dubai - UAE*

- Preparation of Inventory reports
- Maintaining and updating the Sales register, Purchase register and Production registers.
- Preparation of Payment vouchers, Receipt vouchers, Journal vouchers and Invoices.
- Preparation and controlling of Payroll.

### ❖ Accounts Assistant

2016-2017

*Hindustan Unilever pvt,ltd* Kerala-India

- Entering customer and account data from source document
- Compling verifyfing and sorting information to data entry
- Maintain good communication and working relationship with stake holders and customers

## Achievements

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- ❖ MS Office- MS Excel Global Certificate Holder (2017)
- ❖ Tally ERP 9.0 Global Certificate Holder (2017)
- ❖ Quick Books Global Certificate Holder (2018)
- ❖ SAP Students Academy Program-Business One

## Language Competency

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- ❖ English: Speak, Write, Read ,typing
- ❖ Malayalam: Speak, Write, Read.
- ❖ Hindi: Speak, Write, Read.
- ❖ Arabic: Speak, Write, Read, typing
- ❖ Tamil: speak

## INTRESTS

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- ❖ Travelling
- ❖ Reading

## Professional Qualification

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- ❖ Post Graduate Diploma In Computer Application
- ❖ Bachelor of commerce (B.com) - Finance -2012-2016  
(University of Calicut)

## Academic Qualification

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- ❖ Higher Secondary Education – 2010-2012  
(Board of Higher Secondary Education, Govt of Kerala-India)
- ❖ Secondary Education – 2010  
(Board of Education, Kerala- India)

## Computer Knowledge

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- ❖ Specialized in SAP Business One (ERP)
- ❖ Specialized in Tally ERP 9.0
- ❖ Specialized in MS Office- Microsoft Excel
- ❖ Specialized in Quick Books
- ❖ Specialized in Peach Tree.
- ❖ Knowledge in Computer Fundamentals Windows

## Abilities and Area of Strength

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- ❖ Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
- ❖ Experience in office management with comprehensive problem solving abilities.
- ❖ Ability to take up challenges and to adapt quickly to a new Environment.

## Declaration

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I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

MUHAMMED AFSAL