



ASHKAR M SADIQ

ACCOUNTANT

ADDRESS

Apartment : 604
Shamsu trading building
Sheik Rashid bin Saeed street
Markaziya West - Abudhabi

CONTACT

Mobile : +971 58 559 1998
Mail: ashkarmsadiq@gmail.com

PERSONAL DETAILS

Date of Birth : 29/07/1997
Marital Status: Single

PASSPORT DETAILS

Passport No: R3224500
Date of Issue: 24/08/2017
Date of Expiry: 23/08/2027
Place of Issue: Trivandrum

VISA STATUS

Visit Visa
Ready to join immediately

LANGUAGES

- Malayalam
- English
- Hindi
- Tamil

IT SKILLS

- Tally ERP-9
- Microsoft Office
- Adobe Acrobat
- Microsoft Excel

CAREER OBJECTIVE

Optimistic and well esteemed individual seeking for a challenging position to an established corporate organization which will utilize my various skill- set to promote the company's vision and mission for the mutual benefits of the firm and myself. Now looking for Accounts and Finance/ Administration one which will make best use of my existing skills and experience contribute to the company's growth, in turn ensuring personal growth.

WORK EXPERIENCE

Accountant

Mathew George And Associates Chartered Accountants
01/2020 - 07/2022, Ernakulam

ROLES AND RESPONSIBILITIES

- Assisting Accounts manager.
- Maintain and update company databases.
- Invoice online submission and bookkeeping.
- Creating purchase and sales invoice.
- Handling of Receivable, Payables, and other payments.
- All sales operational activities
- Reports making
- Accounts and petty cash
- Dealer and customer management
- Inventory management and store keeping

STRENGTH

- Strong Desire for Self-Improvement.
- A good team Player.
- Ability to strike a friendly chord with any kind of personality and versatility.
- Quest to achieve great Knowledge.

PERSONAL SKILLS

- Comprehensive problem solving skills.
- Ability to deal with people diplomatically.
- Willingness to learn, team facilitator, hard worker.
- Overall leadership quality.

EDUCATION

TALLY PRIME

GTEC Mallappally 08/2022 - 10/2022

ADVANCED EXCEL

GTEC Mallappally 08/2022 - 10/2022

SAP FICO

I-finance Global Academy Ernakulam
05/2019 - 12/2019

Bachelor of Commerce - Finance and Taxation

DC - School Of Management And Technology Vagamon
(2015-18)

BOARD OF HIGHER SECONDARY EDUCATION

C M S Higher Secondary School Mallappally(2013-15)
Kerala Higher Secondary Board

SECONDARY SCHOOL LEAVING CERTIFICATE

N S S Higher Secondary School (2013)
Kerala Board of Public Examination

DECLARATION

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

Place: Abu Dhabi

Ashkar M Sadiq