



MUHAMMED ASMEER A



CONTACT

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 Deira Naif, Dubai UAE

PERSONAL DETAILS

Date of Birth : 24-03-2000
Marital Status : Single
Nationality : Indian
Religion : Islam, Muslim
Passport No : V4862107
Gender : Male
Driving License : Indian
(International Driving Permit)
Place : Kannur, Kerala
Visa : Visit Visa

ACADEMIC CREDENTIALS

BBA (2021)
Indira Gandhi Institute of Science & Technology, Mambaram.
Bharathiyar University, Coimbatore.

HIGHER SECONDARY (2018)
Deenul Islam Sabha English Medium Higher Secondary School, Kannur City.
Keral State Higher Secondary Board.

SSLC (2016)
Kaoser English School, Kannur
Central Board of Secondary Education.

LANGUAGES

- English, Hindi, Arabic & Malayalam
(Read ,Write & Speak)

INTEREST

- Travelling, Playing Football

OBJECTIVE

A highly motivated individual who is always willing to put extra bit of effort into any assignment. Has the ability to concentrate for long period of time, willing to confront difficult problems and the will to perform under pressure. Looking to obtain a challenging position in forward looking companies that require a highly motivated person to attain the objectives.

SKILLS

- Tax Computing
- Stock Quality
- Purchase Auditing
- Payroll
- Reconciliation
- ERP Implimentation
- Preparing Ledger
- Preparing Accounting Reports
- Tally & CRM based Software
- Invoicing

EXPERIENCE

Assistant Accountant (2021 Dec to 2023 Oct)

Touch Marketing, Kannur

Duties & Responsibilities

- Administrative duties
- Handled cash and process bank deposits.
- Manage obligations to suppliers, customers and third-party vendors
- 'Reconcile various bank accounts by compiling and balancing financial information.
- Correct accounting errors and posts journal entry adjustments.
- Contact clients and send reminders to ensure timely payments.
- Prepare Accounts statements of supplier and follow up.
- Prepare PDC for Suppliers and follow up.
- Oversee vendor management activities, negotiate pricing for contracts, support program management functions, and coordinate procurement and supply chain management.

Sales Executives (2020 March to 2020 Oct)

Spanial Gents Wedding Centre, Kannur

Duties & Responsibilities

- meeting with clients virtually or during sales visits.
- demonstrating and presenting products.
- maintaining accurate records.

COMPUTER KNOWLEDGE

- TALLY
- Ms Office
- Peachtree, Quickbooks

DECLARATION

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

MUHAMMED ASMEER A