

# Muhyiadden Anjad

Junior accountant / Cashier cum salesman

"To continue my career with an organization that will utilize my Management, Communication, Supervision & Administrative skills to benefit mutual growth & success. To learn and function effectively in an organization and be able to deliver to the bottom-line".



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📍 Karama, Dubai

## WORK EXPERIENCE

### Assistant accountant ENS ASSOCIATES

02/2021 - 01/2022

Kochi, India

*Achievements/Tasks*

- Maintaining financial records in Tally ERP 9 software.
- Verifying balances in account books and rectifying discrepancies.
- Managing company ledgers.
- Completing bank reconciliations.
- Supporting the senior accountant during GSTR Filing and auditing.

### Cashier cum sales man Al ameen hyper market

04/2022 - 02/2023

Kasaragod, India

*Achievements/Tasks*

- Managing day to day transactions.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Developing product knowledge.
- Provides pricing information by answering questions.
- Answering to queries on products.
- Providing better customer service and increasing the sales.

### Freelance videographer AMJVISUALS

02/2023 - 10/2023

India

*Achievements/Tasks*

- Cinematographer
- Editing
- Event documentation

## EDUCATION

### B.com St Aloysius college (autonomous)

2021

Mangalore, India

### Higher secondary education GHSS Naimarmoola

2018

Kasaragod, India

## SKILLS

Customer Service

Adaptability

Multi tasking

Time management

Creativity

Videography

Technical skills(Tally ERP 9 , MS Office,excel)

## PERSONAL PROJECTS

Survey on customer satisfaction in health services in K.N.H hospital kasaragod, India (03/2020 - 03/2021)

## LANGUAGES

English

*Full Professional Proficiency*

Hindi

*Full Professional Proficiency*

Malayalam

*Full Professional Proficiency*

Tamil

*Professional Working Proficiency*

Kannada

*Professional Working Proficiency*

## INTERESTS

Videography

Travel

Sports

Music