



AFSEER CH

Accountant

Contact

Address

Dubai

Phone

+971 50 247 1463

E-mail

abdulafseer069@gmail.com

Skills

Ability to calculate sales and change quickly

Accountability and accuracy in reconciling sales receipts

Customer-service skills

Product and service sales

Product promotions

Ability to stand for long

Periods of time

Knowledge of point-of-sale systems

Communication skills

Attention to detail

Integrity, reliability

Customer-service skills

Problem-solving skills

Multi-tasking strength

MS Dynamics AX

MSWord

MS Excel

Adobe Photoshop

Information processing ability

Accomplished Accountant and Cashier with 4+ years of experience in consistently promoting company brand. Passionate expert and valuable business consultant with talents in analysis, consumer knowledge and industry dynamics. Coordinating with customers, retail partners and distribution partners to accomplish sales goals while maintaining strong professional relationships.

Work History

2023-12

Present

Junior Accountant Cum Cashier

Sparemax Auto Spare Parts Trading LLC, DUBAI

- Manage petty cash, ensuring accurate tracking and documentation.
- Perform bank reconciliations to maintain accurate financial records.
- Follow up on payments from customer to ensure timely collections.
- Track and follow up on purchase orders (PO) to ensure proper documentation and processing.
- Reconciliation of Accounts Payable, Accounts Receivable and Bank Accounts.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist with other accounting duties as needed.
- Update accounts receivable and issue invoices.
- Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guideline.
- Support month-end and year-end closing processes.
- Reconcile bank statements and manage accounts payable/receivable.

2022-01-

2023-09

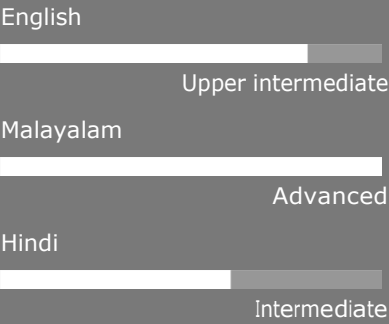
Customer Service

MAJID AL FUTTAIM (MALL OF THE EMIRATES), DUBAI

- Greeted customers entering store and responded promptly to customer needs
- Managing transactions with customers using cash registers.
- Used cash registers and POS systems to request and record customer orders and compute transactions.
- Reduced customer wait times through optimized checkout processes.
- Completed opening and closing procedures each day.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Checked customer ID when selling age-restricted items, following store policy.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Resolve customer complaints, guide them and provide relevant information
- Handle merchandise returns and exchanges.
- Provided high quality customer service in a high pace environment.
- Accept International payments in Euro, Dollar and Pound etc.

SAP (Fi-Co)
Office Administration

Languages



Personal Information

DOB: 21.12.1993
Gender: Male
Nationality: Indian
Marital Status: Single
Passport No.: N8492988
Visa Status: Employ Visa

2019-05 -
2021-12

Cashier

E-WHEELZ PVT LTD, INDIA

- Responsible for handling cash, preparing cash report, cash deposit slip, goods received note.
- Process sales transactions.
- Calculate the cost of products or services
- Accept payments.
- Calculate and return change when required by the payment method.
- Maintain adequate change denominations in the cash drawer and request additional change.
- Answer customer questions about products or services.
- Reconcile cash drawers and sales receipts.
- Work as a team to meet store sales goals.
- Handle customer complains.
- Process layaways, returns and exchanges.
- Maintain clean and tidy checkout area.
- Assist in stocking and rotating merchandise
- Stay up to date on merchandise.
- Promotions, advertisements and product information.
- Greet and acknowledge each customer.
- Provide answers to product and payment-related queries.
- Accept cash, checks and bankcards for payment.
- Educated customers on promotions, offers and special events to enhance product sales

2017-02 -
2019-03

Accountant

GATI-KINTETSU EXPRESS PVT LTD, INDIA

- Analyzed monthly reporting to reconcile production operations and general ledger.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Prepared VAT and income tax forms for commercial and individual clients.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

Education

2016

SAP (FICO-FINANCE AND CONTROLLING)

ICICI ACADEMY FOR SKILLS- Bangalore, India

2015

Bachelor of Commerce

Aditya Kiran Colleges of Applied Studies - Kannur, Kerala