



Mohammed Ashif

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OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives with a contemporary and a economical business setting

EXPERIENCE

01 feb
2022 - 10
mar 2025

- **Accounting and billing clerk**
MBakes
Accounting and billing clerk, despatch work i was responsible for a wide range of accounting and billing tasks, including but not limited to :
 - *Managing accounts receivable and accounts payable.
 - * generating and sending in voices to clients.
 - * reconselling billing statements.
 - * very fine building information and resolving discrepancies.
 - * maintaining financial records and documentation.

ACADEMIC QUALIFICATION

- *BACHELOR OF COMMERCE (BCOM)
(rabindranath tagore university madhya predesh -2023)
- *DIPLOMA IN PRACTICAL ACCOUNTING GST & GCC VAT
- *SAP FINANCE AND CONTROLLING (FI-CO) POWER USER COURSE
- *BOARD OF HITHER SECONDARY
(St.Joseph's EMHSS, Eravu)
- * SSLC
(AL AZ-HAR ENGLISH MEDIUM SCHOOL CBSE)

PERSONAL DETAILS

- Date of Birth : 08/12/2000
- Marital Status : Single
- Nationality : Indian
- Passport : V6576278
- Gender : Male
- Present Address : sikkath al khalil road, Deira dubai
- Permanent Address : Valiykath house po pullzhi olari, pin:680012,thrissur kerala
- Language known : English, Malayalam, Japanese

INTERESTS

- Participating in social activities

- Watching anime
- Reading

TECHINICAL KNOWLEDGE

- SAP
VAT
MANUAL ACCOUNTING
TRUE ACCOUNT
TYPING AND COMPUTER SKILLS
TALLY PRIME

KEY SKILLS AND COMPETENCIES

- *Enjoying working with figures
- *Able to follow a routine and adhering to procedures
- *Engaging in continous learning in order to broaden knowledge and experience
- *Able to reamin calm and relaxed under pressure

AREAS OF EXPERTISE

- *Branch cashiering
- *Customers facing
- *Cash handling & counting
- *Computer literacy
- *Doing repetitious work accurately

STRENGTH

- *organization active and strong member of cricket team
- *Well versed in file and documentation management
- *organizing Events and promotional programs
- *Experience of arranging seminars and training programs
- *Good communication and interpersonal skills

DECLARTION

- I do here by declare that the above -mentioned details are true to my knowledge and belief