



CONTACT

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SHARJHA, U A E

EDUCATION

- **B.COM FINANCE** Degree passed from Dr. N.G.P Arts & Science College, affiliated to Bharathiar University (2014-2017)
- **HSC** passed from Govt. Hr. Sec School, Devarshola (2013-2014)
- **SSLC** passed from Govt. Hr. Sec School, Devarshola (2011-2012)

CERTIFIED COURSE

TALLY ERP
HDCT (Honor Diploma in Computer Technology)

LANGUAGES

ENGLISH
MALAYALAM
TAMIL
HINDI (Speak)
ARABIC (very basic only)

D.O.B : 19/05/1997
FATHER'S NAME : UBAID
MARITAL STATUS : SINGLE
NATIONALITY : INDIAN

MOHAMMED ASHIB

To grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising my interpersonal and professional skills to the fullest for the growth of the organization and mine as well.

EXPERIENCE

2022 MAR - CURRENT
ADNOC DISTRIBUTION / SHARJHA, UAE
C-STORE ATTENDED

ROLE AND RESPONSIBILITIES

CUSTOMER SERVICE
SOLVING THE ISSUES OF CUSTOMERS
COORDINATING
PURCHASE ORDERING
MERCHANDISE
SALES ATTENDED
CASHIERING

2019 JULY - 2021 NOV
SAFARI MALL / SHARJH, UAE
CUSTOMER SERVICE & CASHIER

ROLE AND RESPONSIBILITIES

CUSTOMER SERVICE
HELPING THE CUSTOMERS TO SOLVE THEIR ISSUES
GIVEING THE QUICK SOLUTION FOR CUSTOMERS
MANAGING THE ITEMS EXCHANGES & CASH RETURNS
SUPERVISING THE CASHIERS
PREPARING THE STAFF DUTY SCHEDULES
CASHIERING

2017 AUG - 2019 MAY
IMPERIAL WATCH WORLD - TIME MART / TAMILNADU, INDIA
ACCOUNTANT CUM CASHIER

ROLE AND RESPONSIBILITIES

ACCOUNTING
SALES TAX FILINGS (GSTR3B & GSTR1) GST - GOODS AND SERVICE TAX
GST MONTHLY & QUARTERLY FILING
TDS FILING (TAX DEDUCTED SOURCE)
MAINATAINING THE STAFF ATTENDANCE & WEEKOFFS
VERYFIYING THE PURCHASE ORDERS AND INVOICES
PROVIDE THE CHEQUES & PAYMENTS TO THE SUPPLIERS
CASHIERING

KEY SKILLS

QUICK LEARNER
ABILITY TO MULTITASK
TEAM PLAYER
CUSTOMER SERVICE FOCUSED
COMPREHENSIVE PROBLEM SOLVING ABILITY
HARD WORKING AND DEDICATED

DECLARATION

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

DATE :
PLACE :

MOHAMMED ASHIB