

**ASIF
SHARWAN**



ADDRESS:

Baniyas West,
AbuDhabi U.A.E

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asifsharwan1012@gmail.com

PERSONAL PROFILE:

Date of Birth : 10-12-1997
Religion : Islam
Sex : Male
Marital Status : Single
Nationality : Indian

OBJECTIVE:

- ❖ To work for the organization with a good organizational objective.
- ❖ In a capacity that offer responsibility, challenge, job satisfaction and scope for organizational and personal development and growth.

EDUCATION QUALIFICATION:

- ❖ Graduate in Bachelor of Commerce from Mangalore University
- ❖ Pre-University from University Education Board Karnataka
- ❖ Secondary school (SSLC) from Karnataka State Education Board

TECHNICAL SKILLS:

- ❖ Certificate course in MS Office, Advanced Excel
- ❖ Certificate course in Tally ERP9 (GST) Knowledge of internet
- ❖ Basic Accounting

ACHIEVEMENT & AWARDS

- ❖ Won various merit certificate of school and college levels
- ❖ Elected as President of Puttur taluk All College Students Association (ACSA) in Pre-University
- ❖ Elected as General Secretary of Dakshina Kannada All college Students Union (ACSU) Mangalore university in the year 2018-19
- ❖ Worked as Student assistant co-ordinator of college management Marketing fest
- ❖ Participated in district level volleyball tournament

WORK EXPERIENCE

- ◆ Position Held : Cashier Cum Marketing Executive
Company Name : Al Dahab Exchange
Duration : 05th March – 2022 to Working...
- ◆ Position Held : Cashier Assistant Supervisor
Company Name : Pomac Hypermarket Pvt Ltd
(Mango Hypermarket - Al Madina Group Bangalore)
Duration : 05th Oct-2019 to 07th Mar -2021
- ◆ Position Held : Inventory Supervisor
Company Name : Striker's LLP
Duration : 15th March-2021 To 13th Jan-2022

ADDITIONAL SKILLS:

- Cashiering and foreign currency
- Customer Satisfaction
- Communication Skills
- Time Management
- Team Leadership
- Self-Discipline
- Microsoft Office

COMPETENCIES:

- Quick Learner
- Self-Motivated
- Flexible in Nature
- Patient Listener

DUTIES AND RESPONSIBILITIES

- Manage bank deposit activities and all cash related transfers.
- Ensure company Anti-Money Laundering/CFT policies and procedures are strictly adhered to.
- Ensure timely and accurate execution of transactions with Signature, Address and Contact Number as to comply with KYC time to time.
- Actively participate and ensure the achievements of Business Targets given to branch are met.
- Proper cash management: count and verify the allocated total cash at hand.
- Participate in Marketing of company products and services.

LANGUAGES KNOWN:

- ◆ English
- ◆ Kannada
- ◆ Hindi
- ◆ Malayalam
- ◆ Tamil

EXTRA ACTIVITIES

- ❖ Member of consumer forum

STRENGTHS

- ❖ Quick at making decisions
- ❖ Always searching for new challenges
- ❖ Good communication skill
- ❖ Active listener
- ❖ Stress management
- ❖ Honest
- ❖ Responsible
- ❖ Sincere about time and work

REFERENCE

Reference will be providing on request.

POSTION APPLIES FOR

Supervisor, Accountant, Assistant Accountant, Counter Staff, cashier or anyother Clerical Work.

DECLARATION

I hereby declare that the above furnished information is true and accurate to thebest of knowledge.

Date:
Place

Yours Sincerely
(ASIF SHARWAN)