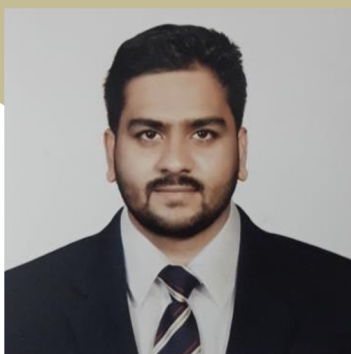


MUHAMMED SHAFI PALLIYALIL

Energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions, with more than **10 years** of experience as Cashier cum administrative assistant in **UAE**.



☎ +971 558772360

✉ mhdshafi610@gmail.com

Nationality: Indian

📍 Location : Sharjah

SKILLS

- Financial management
- Financial reporting
- Payroll processing
- Cash flow analysis
- Book keeping
- M.S word, Excel
- Tally

LANGUAGES

English 

Arabic 

Malayalam 

Hindi 

VISA STATUS

Visit Visa

INTERESTS

- Sports
- Travelling
- Music

PASSPORT DETAILS

Passport No. V2026342

Date of Issue: 21-10-2021

Date of Expiry: 20-10-2031

EXPERIENCE

CASHIER CUM ADMINISTRATIVE ASSISTANT (2013-2023)

Bait Al Fan Décoration
Ras Al khaimah- UAE

Preparing petty cash book, administration of accounts receivable accounts payable, monthly financial statements, Tax filings, record and process employee expense report, monitoring and follow-up on administrative procedures: visa renewal, commercial license renewal etc.

JUNIOR ACCOUNTANT (2012-2013)

Beauty Silks
Edappal-kerala-India

Post and process journal entries, Track and monitor accounts receivable and payable, issue and prepare invoices and perform reconciliations.

EDUCATION

Bachelor of Commerce.

Calicut University, Kerala-India
2008-2011

Higher Secondary (Plus Two)

GHSS Kadancheri, Kerala- India
2006-2008

High School Education

GHSS. Kuttippuram, Kerala- India
2006