

# Muhammad Ansaf Ashraf

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## SUMMARY

I am an industry expert with extensive experience in SAP FICO, MS Excel, Word, Tally, Peachtree, QuickBooks, and Wings. I manage key financial processes, from system configuration to accurate financial reporting. My fast learning nature enables quick adaptation and excellence in various roles, leading teams for efficient financial operations and compliance. I develop and implement financial strategies that optimize business performance and support long-term goals, significantly contributing to organizational success. Solid understanding of accounting principles with extensive experience in financial management

## SKILLS

Balance Sheet	Budgeting	ERP	Excel
Financial Forecasting	FINANCIAL REPORTING	MS Excel	
Peachtree	POWER POINT	Quickbooks	SAP
SAP FICO	Tally		

## PASSIONS

My passion for accounting arises from a deep love for numbers and analytical problem-solving, a commitment to ethical integrity, and the opportunity to contribute to business success through financial insights while continuously learning and advancing my skills.

## EDUCATION

**Bachelor of Commerce with computer application**  
Mangalore university 01/2023 - 12/2023 Mangalore,IN

**SAP Finance and controlling (FI-CO) power user course**  
Profesional school of accounting  
01/2023 - 12/2023 Kasaragod, IN

**Certified accountant in computerized financial**  
Professional School of Accounting  
01/2022 - 12/2022 Kasaragod, IN

- Professional School of Accounting
- Kasaragod, IN

## EXPERIENCE

### Junior accountant cum Administration

MBM sales corporation

- 02/2024 - 08/2024 Kasaragod,in
- Developed and maintained effective accounting policies and procedure
  - Assisted in the preparation of financial statements and budgeting
  - Reviewed and monitored billing activities to ensure accuracy and timelines
  - Warehouse stock checking
  - Handling cash and deposit the daily cash in bank after all accounting

### Accountant

Manesh associates

- 01/2023 - 12/2023 Kasaragod,in
- Recording all daily transaction related to purchase, sales, payments, receipts and expenses
  - Assisting in budget preparation and financial forecasting
  - Reconciling bank statement and firm data
  - Supervise other staff members and keep a record of sales
  - Perform stock related duties like returning, packing, labeling and pricing goods
  - Computing taxes, preparing and balance sheet
  - Preparing income statement and balance sheets
  - Controlling and reconciling petty cash, cheques, etc

## LANGUAGES

English	Proficient	●●●●●
Malayalam	Native	●●●●●
Hindi	Proficient	●●●●●

## STRENGTHS

### Problem-Solving

Capable of identifying issues and developing effective solutions in financial processes.

### Communication Skills

Excellent verbal and written communication for clear presentation of financial information.

### Adaptability

Open to learning new skills and adapting to changes in regulations or technology.