

MOHAMMED ANSAB TA

+971-0562756467. ansabthattathazhath@gmail.com, Dubai(UAE)

UAE Driving Licence No: 379625



PROFESSIONAL SUMMARY

Proficient in handling money and possessing a strong understanding of retail operations. Focused on keeping work areas clean, neat and professionally arranged. Strong team player, with good listening skills and attentive, detail-orientated nature. Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

PROFESSIONAL EXPERIENCE

Masafi Diesel (Ajman)

2023-Still

Cashier

Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout. Completed opening and closing procedures each day. Handling bank documents. Submitting all the banks cheque and transfer request in various banks. Handling cash deposit and cash withdrawal through deposit machine and over the teller counter. Greeted customers entering store and responded promptly to customer needs. Counted change correctly and issued customer receipts. Used cash registers and POS systems to request and record customer orders and compute transactions.

Siddhik CA Associate GST analyst

2022 - 2023

Maintained company purchase and sales ledgers. Supported accurate recordkeeping by properly documenting financial transactions. Participated in monthly, quarterly and annual audits. Reviewed customer invoices for accuracy and posted information to general ledger. Assisted in preparing monthly, quarterly and year-end tax returns.

EDUCATION & CERTIFICATIONS

Master of Business Administration

Majors: International Business

Canterbury Christ Church University-England Westford University-Sharjah (UAE)

Certified Manager Program, Chartered Management Institute (CMI)

Bachelor of Business

Administration Majors: Finance

Calicut University-Kerala(India)

PERSONAL INFORMATION

Date of birth: 05/06/2000

Nationality: India

Marital Status: Single

Nationality: Indian

Passport: S5030397

Gender: Male

SKILL

Problem-solving Team

building Accounting MS

Office Cash handling

Customer relations

Merchandising Product

knowledge

LANGUAGES

English

Hindi