



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.

CONTACT

- +971-559447508
- +91-9943702274
- mohammedashib357@gmail.com
- SHARJHA, U A E

EDUCATION

- B.COM FINANCE** Degree passed from Dr. N.G.P Arts & Science College, affiliated to BharathiarUniversity(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

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