



# M R . MOHAMMED ASIF

## Accountant

### SUMMARY

I have 2 years experience in different domains 1year Assistant manager and 1year in executive - trainee and I know a lot about Tally-9 , GST - filling , Accounting finance, Microsoft excel, and I knowledge in organization management, also I did projects in my college time and certificated, and **I looking for a new job, Immediately joining.**

### My Contact

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Bur Dubai
- Passport no : S7436461
- Visa Status : Self - sponsored visa

### Education Background

- SRM Institution of Science and Technology  
M.Com-commerce 2020 - 2022  
Score: 7.59 CGPA
- SRM Institution of Science and Technology  
B.Com-commerce 2016 - 2019  
Score: 5.5 CGPA
- St.Joseph Matriculation Higher Secondary  
Score: 76% 2015 - 2016
- St.Joseph Matriculation Higher Secondary  
Score: 74% 2013 - 2014

### SKILLS

- TALLY 9
- GST - Filling
- Microsoft excel
- Accounting finance
- Organization
- Management

### Professional Experience

- Accountant  
MR Fuels, Karunguzhi, Chengalpattu 2023- 2024
  - Customer Service: Ensure high levels of customer satisfaction by addressing inquiries and resolving complaints.
  - Supervision: Oversee daily operations, including staff management, training, and scheduling.
  - Sales and Promotions: Implement marketing strategies to boost sales of fuel and convenience store products.
  - Financial Management: Monitor cash flow, handle transactions, and prepare financial reports.
  - Inventory Control: Manage stock levels, conduct inventory audits, and coordinate with suppliers.
  - Compliance: Ensure adherence to health, safety, and environmental regulations.
  - Problem-Solving: Address operational issues and emergencies effectively.
  - Reporting: Assist the branch manager with regular reporting on performance metrics.
- Executive - Trainee  
A - Check Global 2022 - 2023
  - Learning and Development: Participate in training programs to understand the company's operations, policies, and culture.
  - Project Support: Assist in specific projects across departments, contributing to research, analysis, and implementation.
  - Reporting and Analysis: Analyze data and prepare reports for senior management to aid decision-making. Cross-
  - Department Collaboration: Work with different teams to gain a holistic understanding of the organization and its processes.
  - Presentation and Communication: Present findings and recommendations to stakeholders, honing communication skills.
  - Feedback and Improvement: Gather feedback from team members and suggest improvements to processes.
  - Mentorship: Seek guidance from senior executives to navigate career growth and development opportunities.
  - Networking: Build relationships within the organization and industry to enhance professional development.