



## Contact

### Phone

+971 508986847

### Email

muhammedashikrafeek@gmail.com

### Address

Abu Shagara, Sharjah, UAE

## Education

2019

**BACHELOR OF COMMERCE**  
University Of Kerala

2014

**HIGHER SECONDARY EDUCATION**  
State Board Of Secondary Education

2012

**HIGH SCHOOL EDUCATION**  
State Board Of Secondary Education

## Software Proficiency

- Tally ERP 9 & PRIME
- Zoho Books Accounting Software
- Wings Accounting Software
- MS Office Packages (Word, Excel etc.)
- DMS Software

## Passport Details

**PASSPORT NUMBER:** V3047749

**EXPIRY DATE:** 06/10/2031

**NATIONALITY:** INDIA

**DATE OF BIRTH:** 22/10/1996

**AVAILABILITY:** Immediate

## Language

English

Malayalam

Tamil

Hindi

# MUHAMMED ASHIK RAFEEK

To take up a challenging job in a reputed organization where I can utilize my professional to the maximum and achieve goals keeping in mind the aesthetics of professionalism. A job that allows me for greater achievements and which would effectively apply my professional skill and administrative experience in leadership.

## Experience

**June 2023 - December 2023**

MATMAK GOODS WHOLESALERS LLC, Dubai, UAE

### Assistant Accountant Cum Store Associate

- Day today Accounting works (Maintaining Petty Cash)
- Handle of all Account payable and receivables.
- Generating Reports including Inventory Status Reports and Performance Reports.
- Post and process journal entries to ensure all Business Transactions are recorded.
- Keeping the store fully stocked.
- Keep the Stock inventory details and manage all operations in the Store.
- Periodic Stock Counting internally.

**January 2023- April 2023**

WORLD IN ONE FZC, Jebel Ali Freezone, Dubai, UAE

### Office Assistant

- Proficient Typing and editing Skill.
- Create Templates for future use and File Documents keep in Physical and Digital records.
- Co-ordinate Office activities and other operations.
- Manage Phone calls and Correspondence (email, letters etc.)
- Document Controlling.

**January 2021- October 2022**

AUDI AFTER SALES AND SERVICE, Kerala, INDIA

### Accountant Cum Cashier

- Day today Accounting works (Maintaining Petty Cash)
- Handle of all Account payable and receivables.
- Generating Reports including Inventory Status Reports and Performance Reports.
- Post and process journal entries to ensure all Business Transactions are recorded.
- Co-ordinate Office activities and other operations.
- Manage Phone calls and Correspondence (email, letters etc.)
- Assist in the process of Balance Sheet and other Financial Statements.

**October 2019- January 2021**

RAJAKUMARI GROUP OF COMPANY, Kerala, INDIA

### Accounting Assistant

- Supports or Assist Senior Accountants for Finance works.
- Handle of all Account payable and receivables.
- Post and process journal entries to ensure all Business Transactions are recorded.
- Assist in the process of Balance Sheet and other Financial Statements.

**July 2018- August 2019**

MARUTI SUZUKI AFTER SALES, Kerala, INDIA

### Accounts Staff

## Reference

### Vijil Chakkyath

Chief Finance Manager, MATMAK GOODS WHOLESALERS LLC

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