



MUHAMMAD

ASHIR K

ACCOUNTANT cum
PURCHASE EXECUTIVE

My Contact

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☎ 00971559947440

📍 Musalla, Rola
sharjah UAE

Personality traits

- Good communication and interpersonal skills
- Ease with technology
- well dedicated to assigned work
- willingness to learn

Education Background

International School of Skill Development (ISSD)

Diploma in Warehouse and Procurement Management

Passed with TUV SUD certification

STEMS morazha co-operative arts & science college, Kannur University (2016-2019)

Bachelor of Commerce with Computer Application

Passed with 63.73% marks and first class

Spectrum Computers

- Tally
- MS office (MS excel, MS word etc.)

Languages known

English, Malayalam, Hindi, Arabic, Urdu

**Availability: Available in UAE (visit visa),
Available to join immediately**

Summary

To be a part of reputed organisation with challenging and competitive environment, where i can use my knowledge and enhance my skills and capabilities as well as personal attributes to achieve the organisational goal.

Work experience

Accounts cum purchase Manager

zara silks Kannadiparamba (2021-present)

- Manage direct activities of purchasing staff with accountability for purchasing, materials sourcing and management, customer reporting and financial budget reporting
- Advising the financial implications of decisions
- Detecting and preventing company's financial fraud
- Preparing profits and losses and controlling the cash flow of the organisation
- Conducted monthly bank and credit card reconciliation

Accountant

Shree bala krishna associates, kannur (2019-2020)

- Helps to preparing cash A/c, Income and expenditure A/c and profit and loss A/c of the clients
- Gst filings to the Government
- Recording daily transactions, including Accounts payable and accounts receivable

Accountant

Sun electronics, Puthiyatheru (2019)

- Preparing Daybook, Profit and loss A/c and Balancesheet A/c of the organisation
- Entering customer details into Excel
- Generated invoices for clients and Customers
- Booked prepaids, Accruals, Payroll entries etc.

Skills

- Attention to detail and strong problem solving ability
- Good knowledge in accounting and finance concepts
- Compatibility to both individual and team work
- Supervision and leadership
- Flexibility to adjust and adapt