* Experienced Teller and Accounts professional with strong leadership and relationship.
* Experienced in both Indian and UAE work environment.
* Skilled and familiar with marketing and customer handling.

**🕿**

+91- 9645713317

![C:\Users\samrood\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\80Z5U2TC\icon[1].png]()

**Professional Experience:**

Play Guitar

🕮

![C:\Users\samrood\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2GWFK2YF\sw-SimpleGuitar[1].png]()

✈

Travel Around

🎜

+971-566414223

irshadctk3317@gmail.com

**🖂**



**IRSHAD CTK**

**Horalnz, Deira, Dubai UAE.**

 **ACCOUNTANT**

 **RAJA DHANI JEWELLERY, Kerala (India)** (Jan 2014 to July 2016)

 **Sales & Accountant**

 **Responsibility handled:**

* Maintained friendly and professional customer interactions at all times.
* Displaying merchandise and promoting materials.
* Preparing bills, providing warranty certificate, wrapping merchandise, making invoices, and collecting payment.
* Counting stock of the ornaments at end of duty.
* Processing tax payments and returns.
* Manage all accounting transactions.
* Handle monthly, quarterly and annual closings.
* Manage balance sheets and profit/loss statements.

 **SAJWANI EXCHANGE, DUBAI (UAE)** (June 2017 to Pursuing)

 **Accountant**

 **Responsibility handled**:

* + Purchase and sales of foreign currency at prevailing exchange rate.
	+ Pulled daily branch Balance reports.
	+ Accept cash from remittance customer as per the TT voucher.
	+ Maintain General ledger operations and support month end close procedures.
	+ Issue cash payment and cash receipt vouchers.
	+ Support month-end and year-end closing procedure.
	+ Updating accounts payable.
	+ Prepare MIS and cash in hand report at the end of duty.
	+ Carry out smooth and error-free transaction and attend the queries, complains with high degree of accuracy.
	+ Handling the branch in charge duty in absence of branch manager.

**PROFILE**

**CONTACT**

**HOBBIES**

Reading Short Novels

Listening to Musicmmmusicmusic

 **Professional Experience:**

* Excellent time management skills
* Self-sufficient
* Cash handling expertise
* Positive

Power point

**Date** :

**Place:** UAE **IRSHAD CTK**

I hereby declare that all the statements and information given by me in this application are true, correct and complete to the best of my knowledge and belief.

**Declaration:**

![C:\Users\samrood\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\UCN6TMZP\information-icon[1].png]()

**Father name :** Ibrahim E C

**Date of Birth :** 12/08/1994

**Age** : 25

**Marital status :** Single

**Passport No :** M4394331

**Passport Issue in :** India

**Nationality :** Indian

**Passport Info:**

![C:\Users\samrood\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PB94CSES\passport_cover_picture[1].jpg]()

**Information:**

**Personal Details:**

**Software Skills:**

* English, Hindi, Malayalam (Read, Write & Speak)
* Arabic (Read & Write)

**Languages Known:**

**Skills:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | **Institute** | **University / Board** | **Year of Passing** |  percentage |
| B.com (Cooperation) | **University Of Calicut** | **University Of Calicut** | 2016 | 65% |
| VIBES | **Sree Sankaracharya** | **Kannur, Thalassery** | 2016 | --- |

MS Excel

MS Outlook

MS Word

**Education Qualification:**