

CURRICULUM VITAE

Name: S. Mohamed Ashraf

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Career objectives: Seeking a challenging position to deliver the high quality of services, where I can share and utilize my excellent skills to work for an organization which provides me the opportunity to develop my skills and update my knowledge to grow along with organization.

Professional Experiences: 2.5 - years

Job Responsibilities:

- Bookkeeping- Accounts payables & Accounts Receivables.
- Bank /Credit card payments reconciliation.
- Vendors ledger reconciliation.
- MIS Reports, Profit and Loss, Cash flow, Balance sheet reports preparation.
- Project cost estimation and actual cost & revenue analysis.
- Branch accounts consolidation and report preparation.
- Financial forecasting & budgeting.
- General ledger accounting management.
- Inventory and accounts audit.
- VAT/Value added tax & GST/goods and service tax filings.
- Fixed asset management.
- Cost control management.
- Debtors and creditors control management.
- Handling E-commerce financial functions.
- ERP implementation and execution.
- HR administration, employee database management.
- Recruitment and visa processing.
- Pay roll, timesheet, employee compensation & benefit report preparation.
- Employee trainings and evaluation.
- Project lead, Implementation and execution.
- Handling Bids, International & local procurements, and logistics functions.
- Stock control Management.
- Handling freight documentation, LC, Inbound, Outbound process.

Company: New Tech Pools Contracting LLC – Dubai, UAE

Designation: General Accountant (One Year - Present)

Industry: Construction.

Company: The Supreme Industries LTD – Pondicherry, INDIA

Designation: Audit Assistant (Temporary Contract – 3 months)

Industry: Manufacturing.

Company: Meesaan Consulting Company PVT LTD – Pondicherry, INDIA

Designation: Assistant Accountant (One years)

Industry: Business Consulting.

Educational Qualifications:

BBA - Bachelor of Business Administration

M.com Finance & Control - Master of Commerce (2022 – Present) Correspondence

D.CA - Diploma in Computer Application.

Pondicherry University - Pondicherry, India.

Technical skills:

Microsoft office Advanced Excel, Word, Power point, Tally ERP, First Bit ERP, E-vitalyst ERP, SAP, Dart POS ERP, Zenoti ERP, Fresha POS.

Personal profile:

Surname Mohamed Ashraf

Gender Male

Date of Birth 19 October 2000

Languages known English, Tamil, Malayalam

Religion Islam

Nationality Indian

Marital status Single

Visa status Employment Visa

Passport no U4396634 **Date of expiry** 27 October 2030

I hereby declare that all the above information is true and best of my knowledge.