



*Ruhinaf Kariyatte methal
Ashraf*

Personal Info

Nationality: Indian
Date of Birth: 30-05-1993
Marital Status: Single
Visa Status: Employment Visa
Religion: Islam

Address

Sharjah Industrial Area 17,
Maliha Street,
Muwailah, Sharjah
United Arab Emirates

Phone

Mob): +971543825504

E-Mail

ruhinafkm0063@gmail.com

Skills

- Communication Skill.
- Organizational Skill.
- Team Management.
- Analytical Ability.
- Problem Solving Skill

Software Skills

- TALLY ERP 9.
- MS Office Excel.
- MS Office Word.
- MS Office Power point

Languages

- English
- Hindi
- Malayalam

Professional Objective

I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have strong technical skills as well as excellent interpersonal skills, enabling me to interact with a wide range of clients. My greatest passion in life is using my technical know-how to benefit other people and organizations.

Professional Experience

1. AL ASALAH MEDICAL MEDICINE TRADING LLC – SHARJAH, UAE
ACCOUNTANT CUM PHARMACY & CLINIC PROCUREMENT
OFFICER (Apr 2018 to Currently Working).

Job Summary

- Preparing financial documents such as Invoices, bills and accounts payables and receivables.
- VAT Filing.
- Manage phone calls and correspondence.
- Manage financial statement and organize data for executives.
- Completing bank reconciliation.
- Entering financial information in to software and Tally.
- Verifying bank deposits.
- Managing day to day petty cash transactions.
- Reporting on debtors and creditors.
- Track stock of each branch
- Posting supplier invoices to the accounts system.
- Maintaining accounting documents and records.
- Downloading outstanding statement of suppliers and compare with supplier statement.
- Payment preparation.
- Purchase order Preparation
- Payment follow-up

2. APCO YAMAHA – INDIA, KERALA, KOZHIKODE
ACCOUNTANT (Jan 2017 to Mar 2018)

Job Summary

- Sales Booking.
- Statement wise checking and payment follow up.
- Payment statement checking and Cheque preparation.
- Petty cash handling.
- Bank reconciliation.
- Manage financial statement.
- Providing timely, accurate and appropriate financial analysis and information's.

3. MUTHOOT GROUP

ASSISTANT ACCOUNTANT (Jul 2016 to Dec 2017).

Job Summary

- *Preparing accounts and tax return.*
- *Administering payrolls and controlling income and expenditure.*
- *Meeting and interviewing clients*
- *Managing colleagues, workloads and deadlines.*
- *Compiling and presenting reports, budgets, business plans, commentaries and financial statements*
- *Petty cash preparation*
- *Bank Reconciliation.*
- *Payment Preparation*

Education

<u>Course</u>	<u>Name of Institution</u>	<u>Board of Examination</u>	<u>Year of pass</u>
<i>Smart Accounting</i>	<i>Aptech Computer Education</i>	<i>Aptech Education</i>	<i>2016</i>
<i>Bachelor of Commerce (Finance)</i>	<i>Baithul Izza Arts & Science College Narikunni</i>	<i>Calicut University</i>	<i>2016</i>
<i>Higher Secondary</i>	<i>MHH Parapil Higher Secondary School</i>	<i>Board of Higher Secondary Education</i>	<i>2011</i>
<i>SSLC</i>	<i>GVHSS Kinashery School</i>	<i>Board of Public Examination</i>	<i>2010</i>
<i>Tally ERP-9</i>	<i>G-Tech Education</i>	<i>G-Tech Education</i>	<i>2011</i>

Passport Details

- *Passport Number: P7585331*
- *Date of Issue: 27-03-17*
- *Date of Expiry: 26-03-27*
- *Place of Issue: Kozhikode*

Reference

Aneesu Rahman –Al Asalah Medical Medicine Trading LLC (Accounts Manager)

Contact Number: +971 58 124 7287

Declaration

I Hereby Declare that the information furnished above is true to the best of my Knowledge .I would truly prove myself and would sincerely serve my Best for the growth of the Organization

Date: 11-04-23

Yours Faithfully

Place: Sharjah

Ruhinaf Kariyatte Methal Ashraf