

**ansar**

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Dubai, UAE

**Career Objective**

To be a Successful Professional In **Store Keeper** by Joining An Organization That Can Provide Me Opportunities To Widen My Skills To Grow & Expand With The Organization.

**Profile Summary**

* Have **19 Months of experience** in Production Supervisor And Store Keeper.
* Have 18 Months of experience in Store Keeper And Accountant
* Well versed in computerized accounting **Tally ERP 9,** & **MS Office** Applications.
* Wide exposure to Production And Manufacturing procedures.
* Energetic and capable of working independently and a good deal of autonomy.
* Have excellent time management skills

**Areas of Expertise**

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| * Time Management * Managing Staff | * Improving Processes * Reducing Costs | * Dispatch Planning * Improving Processes |

**Professional Experience**

**Production Supervisor And Store Keeper , M/s CUBIX FOOTWEAR CO, Calicut** ,Kerala ,India

**Job Profile:**

* Ability To Organise Manage Motivate And Challenge A Production Team To Exceed Expectations.
* Visual Inspection ,Quantity And Quality Check With Department Personal
* Managing Staffs or Employees
* Make More Product In Short time
* Good Communication And Interpersonal Skills
* Able To Work Under Own Initiative
* Weekly Procurement Delivery Report And Store Material Status

**Store Keeper And Accountant**, **M/s. P.P.M TRADERS** Malappuram , Kerala, India

**Job profile:**

* Inventory Control Including Defining Slow And Non –Moving Items
* Handling or Maintaining Stores
* Arranging Materials As Requirement, Preservation ,Proper Tagging Of New Received Materials And Updating Location In System
* Enter all scanned documents, including receipts, checks, statements

**Accountant & Tax Consultants M/s RAZACK & ASSOCIATES, Calicut** ,Kerala ,India

**Job Profile:**

* Preparation And Filing VAT Returns Monthly
* Handling Advance Tax ,Sales Tax, Service Tax
* Reconcilation Of Banks .
* Provide Advice To Clients About Finance And Tax Options

**Education**

B.COM (CORPORATION) CALICUT UNIVERSITY

PLUS TWO –COMMERCE BOARD OF HSE ,KERALA

SSLC BOARD OF PUBLIC EXAMINATION, KERALA

**Computer and IT skills**

* MS OFFICE Applications (WORD,EXCELL,POWER POINT)
* Accounting Applications Like **TALLY ERP 9** And**, EASY BIZ ,TASK RITS OS ,TAX SOFT**

**Personal Profile**

Date of Birth 26/05/1994

Nationality Indian

Marital Status Single

Age 23

Languages Known English, Hindi, Malayalam, and Arabic (read and write)

Driving Licence Indian Two & L M V Licence

Visa Status Visiting Visa

Visa Exp Date 20/02/2018

Passport Exp Date 10/08/2024