

UBAIS Email:-<ubais.380500@2freemail.com>

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Accountant

Mainly Accountant with more than four year experience in the business. Involved sales,managing and administrate of business.Also interested work in sales,Administrate,supervising,merchandising and financing.

SKILLS

Peachtree

Quickbook

Ms word-Arabic

Tally.Erp9

Ms Office

C,C++

Cashier

Sales

HTML

Asp.Net

Sql Server

WORK EXPERIENCE

**Galaxy City Supermarket Well Mart Retails Hyper market**

**Accountant and cashier Accountant and Cashier**

**Sharjah ,UAE 2015-2017 Kochi,India 2012-2015**

* Financial Reporting, Banking, Purchase, Sales.
* Supervised Accounts Payable, Accounts Receivable, Order Processing, and Benefits.
* Managed Cash Details.
* Prepared all monthly, quarterly and annual financial report.
* Managing staffing Salaries.
* Financial reporting, Daily cash management and relationships with Vendors.
* Daily invoice entering the computer and checking cost and sales price.
* Tallying cash in hand at the end of the day shift and planning for cash bank deposit with next day purchase.
* Made entries of daily business transactions in book of account.
* Daily sales and Purchase
* Supervised Accounts Payable, Accounts Receivable, Order Processing, and Benefits.
* Managed Cash Details.
* Prepared all monthly, quarterly and annual financial report.
* Managing staffing Salaries.
* Financial reporting, Daily cash management and relationships with Vendors
* Buisiness developing and Advicing.

EDUCATION

**Bachelor of Commerce B.COM**  **Sikkim university,India 2011**

**Bachelor of Computer Application**  **BCA** **Mangalore university,India 2011**

**PASSPORT DETAILS**

D.O.B 17/02/1990

Place of issue Kozhikode

Date of issue 30/08/2011

Date of Expiry 29/08/2021

Language: English,Malayalam,Hindi,Arabic read&write

DATE: UBAIS

PLACE: