# AREAS OF EXPERTISE

Balancing accounts Client engagement Administrative support

# PERSONAL SKILLS

Time management Proactive & Assertive Flexible & Approachable

***LANGUAGE SKILLS***

English ■■■■■■

Hindi ■■■■■■ Malayalam ■■■■■■ Arabic ■■■

Tamil ■■■

***PERSONAL DETAILS***

E : [shareef.383407@2freemail.com](mailto:shareef.383407@2freemail.com)

D.O.B : 18/09/1990,27 yrs

Nationality : India

***KEY SKILLS & COMPETENCIES***

* Excellent working knowledge of all Microsoft Office packages.( **Tally, Excel,MSOffice**).
* Ability to type at least 40+

wpm.

* Thorough knowledge and understanding of the accounting principles, practices, standards and laws & regulations
* Thorough working knowledge

of MS Office and accounting software & databases

* Proficiency in analyzing and

manipulating huge volume of data

**SHAREEF**

**SALES ASSOCIATE**

# PERSONAL SUMMARY

A highly competent, motivated and enthusiastic accounts assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in

providing timely, efficient and accurate administrative support to office managers and work colleagues.

Currently looking for a suitable position with a reputable and ambitious company.

# WORK EXPERIENCE

## Feb 2015 - Present SALES ASSOCIATE

**LIFE HEALTHCARE GROUP**

* Advising & serving customers.
* Processing payments.
* Assisting customers in order to help them find what they need.
* Ensuring stock levels are well maintained.
* Promoting store cards or special offers.
* Providing customers with information on pricing and product availability.
* Arranging window displays.
* Handling customer complaints or handing customers on to management.

## Aug 2010 – Jan 2014 ACCOUNTS ASSISTANT SILVER OIL MILLS, KERALA

**June 2010 – Aug 2012**

**M/S ACCOUNTS (ACCOUNTSCONTRACTORS), COCHIN,KERALA**

***ACADEMIC QUALIFICATIONS***

BECHELOR OF COMMERCE(2011)

RMC College,Malappuram

HIGHER SECONDARY (10 + 2) (2007)

NIHS,Malappuram

# DECLARATION

Here I am kindly declared that the above mentioned details all are true in the best of my knowledge and belief.

* + Expertise in stock

verification and internal Auditing.

**SHAREEF**