

CURRICULUM VITAE



ASHRAF B H

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Personal Details

Gender

Male

Nationality

Indian

Marital Status

Single

Visa Status

Employment

Languages

Known

Hindi

English

Malayalam

Kannada

Tamil

Passport No.

P1226507

Date of Expiry

13/05/2026

CAREER OBJECTIVE

To evolve into a hardworking and sincere professional, contributing to the success of the organization and at the same time, to excel in innovative ideas, technology application, interact & share with team members & colleagues, overcome challenges with innovative solutions and develop my communication, technical and interpersonal skills

KEY SKILLS

- Flexibility to work various shifts.
- Hard working and dedicated.
- Good communication and analytical skills.
- Can work under pressure with time bound performance.
- Easy adaptability to situations.
- Solid communication and interpersonal skills.
- Customer service focus
- Friendly, confident and engaging

EDUCATION

- BBM-Bachelor of Business Management (June 2015) Mangalore University
- PUC-Department of pre-university education examination board Bangalore (March 2011)
- SSLC-Karnataka secondary education board Karnataka

COMPUTER SKILLS

- Tally, Peachtree
- Operating System -2003/XP SP2/WINDOWS7/WINDOWS 8 AND 10
- Power Point /MICROSOFT EXCEL
- OFFICE SUITES-MICROSOFT OFFICE 2010/2007/2003

WORK EXPERIENCE

➤ **Worked as an Assistant accountant at Safari Hypermarket Sharjah UAE (2 Year)**

- Reconciled cashiers' tills and Prepared cash deposits for the store.
- Monitored the movement of cash into and out of the office on a daily basis.
- Notified Loss Prevention of counterfeits and cash shortages.
- Worked closely with Sales Audit and Accounting Department to ensure that bookkeeping was accurate, current, and updated.
- Copied and filed documents so that daily work was done were correctly documented and all files were complete.
- Computed and recorded cash receipts, received money, and made changes to assist cashiering personnel in the department store.
- Kept continuous balance sheet of cash transactions and verified cash on hand

➤ **Worked as a Accountant at CG Innovative (1.5 Year)**

- Handling end to end accounts
- Raising invoice for customers
- Maintaining stock statement
- Passing entries in Tally

➤ **Customer Associate service in Adithya Birla Minacs at Bangalore (6 Month)**

- Giving detailed explanations of services or products
- Working with a sales team to create better methods to address customer complaints
- Reviewing customer accounts and transactions while resolving issues

PASSPORT DETAILS

- PASSPORT NUMBER : P1226507
➤ DATE OF ISSUE : 14/05/2016
➤ DATE OF EXPIRY : 13/05/2026
➤ PLACE OF ISSUE : Bangalore

DECLARATION:

I do here by confirm that the information given in this form is true to the best of my knowledge and belief.

ASHRAF B H

Place - UAE