

# 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 since 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 innovations solution 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 (june2015) 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