



Seeking to build a career in a progressive and competitive Environment whereby my knowledge can be fully utilized to best serve the Organization, thereby achieving the overall objective of the Company.

Mohammed Ayaz

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Skill Highlights

- Good team player
- Strong decision maker
- Good verbal and written communication skills
- Self-motivated and hardworking.
- Quick learner
- Service-focused

Languages

- English
- Kannada
- Malayalam
- Hindi

Personal Dossier

Date of Birth : 9 May 1998

Nationality : Indian

Marital Status : Single

Passport No. : P6263364

Visa Status : Tourist Visa till Jan22

Certifications

Diploma in E-Finance – Oct.2019

From Manipal Institute of Computer Education, Mangalore - India

Career Abstracts

03/2020 to 09/2021

Admin & Accounts Assistant - UT Fisheries, Maharashtra – INDIA

Worked as Admin & Accounts Assistant for 1.6 years.

Admin Job Responsibilities

- Procurement - Verifying & comparing cost for procurement.
- Arranging transportation for stock movement.
- Stock handling: Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies.
- Performing quality check of received inventory.
- Verifying receipt of supplies.

Accounts assistant Job Responsibilities:

- Billing or Invoicing
- Voucher entries
- Balance sheet tallying
- Handling payroll.
- Assisting in tax filing.
- Handling cash & banking process.
- Initiating payments to Suppliers.

Academic Credentials

- Bachelor of Commerce, B.com (3 years), 2019
Yenepoya College, Mangalore, India
- Pre-University College, PUC (2 years), 2016
Tippu Sultan College, Ullal, India
- Secondary School Leaving Certificate - SSLC, 2014
Higher Primary School, Ullal, India

References

References available on request