

ANSAR ABDUL LATHEEF

Visa Status: Visit Visa (Exp on 17/07/2022)

To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.



CONTACT

+971 504283726 +91 9961422882

☐ ansarlateef01@gmail.com

Q Dubai, UAE

KEY SKILLS

Team Work

Leadership Qualities

Analytic Skills

Time Management

Honesty and loyalty

Hardworking

Interpersonal Ability

Detail Oriented

Quick Learner

COMPUTER PROFICIENCY

MS Office

Tally

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Internet & Email

AREA OF INTEREST

- Accountant
- Assistant Accountant
- Cashier
- Audit Assistant
- Data entry

ACADEMIC CREDENTIALS

DIPLOMA IN FIRE & SAFETY ENGINEERING | 2008

- National Safety Council

HIGHER SECONDARY | 2007

- Board of Vocational Higher Secondary, Kerala, India

SSLC | 2005

- Board of Public Examination, Kerala, India

EMPLOYMENT CHRONICLE

BOLT TORQUING SUPPORTING STAFF | Dec 2021 – Mar 2022
DTC ARABIA JUBAIL SAUDI ARABIA

ASSISTANT MANAGER INTERNAL AUDIT | Aug 2016 - Nov 2021 INDUS MOTOR COMPANY PVT. LTD. KAYAMKULAM, KERALA, INDIA

SALESMAN CUM ACCOUNTANT | Feb 2015 – Jul 2016
ASWAQUL MARKAZIYA SUPER MARKET RIYADH, SAUDIARABIA

ASSISTANT MANAGER ACCOUNTS | Dec 2010 – Feb 2015

INDUS MOTOR COMPANY PVT. LTD. COCHIN, KERALA, INDIA

CASHIER CUM ACCOUNTANT | Apr 2009 – Nov 2010
GRAHOPAKARANA MELA SUPER MARKET, TRIVANDRUM, KERALA, INDIA

SAFETY STEWARD | Nov 2008 – Apr 2009 CCCL COMPANY PVT. LTD. CHENNAI, INDIA

Key Responsibilities of Assistant Internal Auditor

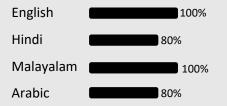
- Carry out a full audit of an organization; including accessing risk and taking the necessary risk management steps to forestall fraud
- Ensure control management regarding financial reliability and compliance by making sure that directions and regulations are strictly adhered to
- Determine the scope of internal audit
- Prepare and presents reports that clearly reflects the audit results
- Obtain analyze & evaluate accounting documentation, reports & data.
- Assist to document the audit process and prepares audit findings
- Prepare financial statements & tax returns & present same to the management
- Evaluate the internal control of the organization or company.

Key Responsibilities of Safety Steward

- Understand and implement the requirements of any safety and security arrangements in place.
- Continuously monitor and report any issues, concerns or incidents through supervisor or event control room.



LANGUAGES



INTEREST







Music Travelling

Reading

REFERENCE

ANAS K P

G M Finance & Audit Indus Motors Co. Pvt Ltd (Maruti Suzuki Dealer) Cochin +91 9745997997

THOMAS M A

Senior Manager Audit &

Accounts

Indus Motor Company P. Ltd.

Cochin, Kerala, India +91 9745997901

- Deliver a safe and secure event day experience so far as possible.
- Maintain a high standard of safety, security, customer service, cleanliness and dress code at all times.
- Ensure compliance with ground and other regulations as appropriate.

PERSONAL STRENGTHS

- **COMMUNICATION** Interpersonal skills verbal, problem solving and listening skills in any administrative role.
- **SERVICE** Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male

Date of Birth : 04-01-1990
Marital Status : Married
Nationality : Indian

Driving License : Valid Indian Heavy Licence

PASSPORT DETAILS

Passport No : M 3774991
Date of Expiry : 24-11-2024
Place of Issue : Cochin

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ANSAR ABDUL LATHEEF

