



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

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+91 9961422882
ansarlateef01@gmail.com
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 ★ ★ ★ ★ ★
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

English	100%
Hindi	80%
Malayalam	100%
Arabic	80%

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

