**Resume-Accountant**

**Mohamed**

**Mohamed.349135@2freemail.com**

**ACCOUNT ASSISTANT**

A challenging position that will be enable me to contribute to the organization goals availing an opportunity for growth and advancement.

**8 years of Experience as an accountant**

**2 years of Experience as an accountant in UAE**

**Visa period up to 14.3.2017**

**Key skills**

* **Keeping accounts of customers account (Debtors)**
* **Keeping accounts of suppliers account (Creditors)**
* **Bank reconciliation statement (Banking)**
* **Cash flow periodic statement (inflow outflow net flow)**
* **Trading ,P&L account & Balance Sheet**
* **Computers:MS office (Excel,Word,Power point)**
* **Accounting package:Tally 9,Peachtree, SAP**

**PersonalKey skills**

* **Honesty and Willpower**

**EDUCATION**

**Bachelor of Commerce (B.Com) June 2006 from M G University**

**Computer I: M S office Tally**

**NIPPON TOYOTA**

**ExecutiveAccountant**

* **Daily monitoring of works, daily sales reports,purchase reports**
* **Ledgers & Customers Account**
* **Processing invoices with corresponding**
* **Dealing with supplier enquires,Keeping customer’s accounts**
* **Reconciling monthly supplier statements and issue of payments**
* **Recording journal entries Purchase A/C, Sale A/C, Expense A/C, Other Income**
* **Bank Reconciliation statement checking recorded .**

**WORK EXPERINCE**

* **Worked as Office assistant (Tax Department) From June 2006 to March 2007.**
* **Worked as Accountant in Jewellery shop, Kerala, India from April 2008 to July 2011.**
* **Worked as Accountant in Nippon Toyota, Kerala India from Jan 2012 to Sep 2014.**
* **Worked as Accountant in Kandoora shop,Diad Sharjah from Jan 2015 to Jan 2017**

**LINQUISTIC ABILITIES**

**Speak: English, Hindi, Arabic, and Malayalam.**

**Write: English, Hindi, Arabic, and Malayalam**.

**DETAILS**

**Gender: Male**

**Nationality: Indian**

**Date of Birth: 15th April 1983**

**Marital Status: Married**

**DECLARATION**

**I certify that the above information is correct and complete to the best ofmy knowledge and belief**

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