**Muhammed**

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|  | E-MAIL : [**Muhammed.353307@2freemail.com**](mailto:Muhammed.353307@2freemail.com) |  |

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| Career Objective | To obtain a long-term career to utilize my skills and abilities with a leading corporate of hi-tech environment with committed and dedicated people that provides good opportunity for enhancement of professional and personal status while being resourceful and innovative. | |
| Education | * B.com – Kerala Calicut University (2009-2012) * Plus Two – Kerala Higher secondary board (2007-2009) * SSLC – (2007) | |
| Technical Knowledge | * Tally ERP 9, Quick Book Pro * MS Office (MS Excel, MS Word, MS Power Point) | |
| Personal Strengths | * Accounts handling, costing, budgeting, auditing, taxation. * Inventory control. * Sales & marketing. * Warehouse handling * Document controlling ability. * Great organizing skill and the ability to memorize stock. * Computer typing skills. * Able to work under pressure and meet deadlines with ease. * Strong communication & interpersonal skills. * Have excellent problem solving, coordination skills. | |
| Career Summary | * Merchant Association (PVT) LTD, Kerala, India.   Worked as **Office Assistant** from **1st June 2012 to 30th July 2014**   * Current Employer: Al Jazeera Group LLC, Abu Dhabi, UAE as   Assistant Accountant Cum Office Administrator (Property Management) from 2014 Oct - till date. | |
| ***Career Roles & Responsibilities*** | **ASSISTANT ACCOUNTANT**   * Organize all company financial programs and ensure compliance to budgetary requirements. * Analyze and forecast financial requirements for organization. * Supervise and ensure efficient working of all financial transactions in organization. * Preparation of Cheques, Quotation, LPO, Invoices, Payment and Receipt vouchers. * Posts customer payments by recording cash, Cheques , and credit card transactions. * Analyze different general ledger accounts regularly. * Prepare journal entries and synthesize common ledger for subsidiary accounts. * Assist chief accountant for finalization. * Collecting inputs from clients. * Collate bank statements on monthly basis. * Assist departments in account reconciliation process on monthly basis. * Design and prepare audit schedules for external audit processors. * Provide support to safe keeping of internal expenses in company.   **OFFICE ADMINISTRATOR (PROPERTY MANAGEMENT)**   * Document collection to prepare Tenancy Contract. * Assisting Tenants in Tawtheeq typing. * Verification of Tawtheeq document from the Municipality. * Preparing reminder letter to Tenants whose contract is approaching expiry. * Follow-up and talk to Tenants to get the Contract renewed before expiry. * Working with building owners to assist with any maintanance matters. * Perform or schedule repairs,adjustment or component replace, when required. | |
| Languages  ***Personal Details*** | English, Arabic, Hindi, Malayalam     |  |  | | --- | --- | |  |  | | Date of Birth | 04/05/1992 | | Gender | Male | | Marital Status | Married | | Visa Status | Employment Visa | | Availability | **Immediately** | | Nationality | India | | License | Indian Light Vehicle | |  |  | | |
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