**Muhammed**

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|  | E-MAIL : **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)
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| Technical Knowledge | * Tally ERP 9, Quick Book Pro
* MS Office (MS Excel, MS Word, MS Power Point)
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| 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.
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| 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.
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| Languages***Personal Details*** |  English, Arabic, Hindi, Malayalam

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| 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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