Moideen

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**CAREER OBJECTIVE:**

To seek a responsible and challenging position within a reputed organization and invest my professional skills, qualification to the optimum level to facilitate continued career growth and to produce best results for the organization.

**PROFILE:**

I am active, self-motivated and a fast learner with the ability to work in any environment offered by the organization having good team player characteristic with constant urge to refine my skill set. I enjoy taking new responsibilities and going an extra mile.

**PROFESSIONAL EXPERIENCE:**

* **Working as ACCOUNTANT for GEM TRADING LLC, BUR DUBAI - DUBAI from October 2013 to till date.**

**JOB RESPONSIBILITIES:**

* Preparation of monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet and Cash Flow statement
* Preparation of reconciliation statement and MIS on monthly/weekly basis
* Maintaining records in systematic order.
* Preparation of debtors & Creditors Outstanding list and reporting to Management
* Handling banking functions, correspondence with banks, creditor and debtors.
* Ledger closing – Closing of customer accounts after ensuring that due amounts are collected
* Self-confident in working as an Accountant
* **Worked as for ADMIN/ ACCOUNTANT ASSISTANT for SADIYA ARTS AND SCIENCE COLLEGE, KASARGOD, KERALA from October 2012 to September 2013**

**JOB RESPONSIBILITIES:**

* Type correspondence, reports, tender, documents, quotations.
* Applications, purchase and sales documents and brochures.
* Maintained office files and worked with MS-word and Excel.
* Received and distributed couriers, mail and other documents
* Created good relationship with the staff, students and parents.
* Maintained attendance register and assisted leave records.
* Operated fax, scanner and browsed through the Internet

**EDUCATIONAL QUALIFICATION**

## 2012:   Bachelor of Business Management from Kannur University

* 2009: Post Graduate Diploma in Computerized Financial Accounting.
* 2009: Plus Two from Greenwoods Academy
* 2007: S.S.L.C from K.S.A.E.M.S.

**STRENGTHS**

* Excellent Problem solving, Analytical and communication skills.
* Ability to learn new technologies faster.
* Highly motivated and ready to help anyone
* Able to handle multiple tasks together.
* Excellent Time management skills
* Ability to coordinate well and work as a team

**SOFTWARE SKILLS**

* Accounting Software (Tally, Peachtree)
* MS Office (Word, Excel, Power Point & Outlook)
* Knowledge in Internet Programming &various e-mail applications

**ACHIEVEMENTS**

* Department representative for consecutive two year in my college.
* Event coordinator of various cultural and management events in the college.
* Participated in many district level & school level football tournaments.