

MUHAZEN

FINANCIAL ACCOUNTS & SALES



Contact

Address:
Abu Dhabi, UAE

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+971504753686

Email:
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Personal Details'

Nationality : Indian
Religion : Muslim
Marital : Single
Date of birth : 08/08/1999
Visa Status : Visit Visa

Languages

English
Malayalam
Hindi
Tamil

Computer Literacy

Advanced Knowledge of
Accounting package Tally. ERP 9
Accounting software Acro
Biz, Tax soft.
Proficient Knowledge in M.S

Summary

To work in a challenging and dynamic environment in order to apply my acquired knowledge gain experience and polish my personality. I am confident of my abilities supplemented by my academic and work experience to contribution to organization goals and to develop a name for myself as the organization to work

Skills Highlights

Proficient in Tally Prime,
MS Excel, QuickBooks,
SAP Business One
Ledger & Journal Entries
Statutory Accounts
preparation
Payment Reconciliation
Accounts Receivable
Bank Reconciliation

Good communication
skills
Service-focused
Problem solving
Comprehensive
problem solving
abilities

Experience

**Accounting Experience (MAN 2 MAN) Central
Junction (2022-23)**

**Worked as Cashier & Billinngs + Accounts at
Cotton House (6 month)**

Worked as sales executive at MAN 2 MAN (1-year)

Worked as Sales Executive at Senior Bookstall (1-year)

**All Accounting woks up to finalization of accounts
of various clients [Trading, Manufacturing, Service
Provider like Advertisement Companies, Hospitals,
Educational Institutions, Construction Companies].
The software mainly used is Tally Prime.**

**Preparation of income statement, expense statement, GST
information and various other reports using MS Excel**

Entering transactions into the system

Maintains Financial Documents by auditing documents.

**Prepare reports by collection, analyzing and summarizing
accounts information.**

Education

COURSE	BOARD UNIVERSITY	INSTITUTION
Bachelor of Commerce	Calicut University	Co-operative collage Parappangadi

Reference

Mr. Anup Bhatia
HR Consultant
Arabian Job Seeker
feedback@arabianjobseeker.com

Interest

Photography
Video Editing
Reading & Writing

Certificates

1 Year Accounting Certificate
1 Year Sales Certificate

Bachelor of Commerce Completed Certificate

Post Graduate Diploma In Indian & Foreign
Accounting [PGDIFA] from Institute of
Professional Accounts [IPA], Kerala, India
Tally Prime Certificate Practical GST
Certificate
Project Certificate in QuickBooks
Accounting & SAP Business One