

CURRICULUM VITAE



MOHAMMED JASEEM

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PERSONAL DATA

Father name : Kunhumammed
Date of Birth : 01/06/1989

Gender : Male
Nationality : Indian
Religion : Islam
Marital Status : Married

LANGUAGES KNOWN

Speak & Write : English, Hindi,
Arabic & Malayalam

PASSPORT DETAILS

Passport No : S3126245
Place of Issue : Kozhikkode
Date of Issue : 19/07/2018
Date of Expiry : 18/07/2028

VISA STATUS

Type : UAE, Visiting Visa

Visa expiry : 17/11/2022

UAE LICENCE NUMBER

Number : 736242

Expiry Date : 07/12/2022

Place of issue : Sharjah

CAREER OBJECTIVE

Seeking a suitable position in Accounting and Finance with a reputed organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.

KEY SKILLS

Highly motivated, Integrity, Team work ability, Strong analytic, Communication and Interpersonal skills with Positive approach.

WORK EXPERIENCE

1)

Organization : KOYAS COLLECTIONS
Location : Mukkam
Nature of work : Sales and Billing

2)

Organization : SAJIDHA GROUP LLC (Qemat Jebal Musqat Tr)
Location : Kalba, Sharjah, UAE
Nature of work : Assistant Accountant & Sales
Period : 2013 to 2021 Sep
Reference : Nishad
+971 581067415

EDUCATIONAL ATTAINMENT

- B.com – (University of Calicut Kerala, India
- Plus Two- (Board of Kerala, India)
- SSLC- (Board of Kerala, India)

JOB RESPONSIBILITIES

Take Order and Billings

- Cheque Collections by Submitting Accounts
- Preparing and Sending Promotion Proposals
- Plan and develop sales strategies
- Preparing the daily sales and collection to the managers

JOB PROFILE

- Sales and call attendand
- Compile and analyse financial information's and documents to Prepare books of accounts and its finalization.
- Posting and processing journal entries to ensure all business transactions are recorded
- Preparation of receipt and payment vouchers and its finalization.
- Filing of document
- Billing
- Handling of petty cash.
- Reconciliation of bank statements, debtors and creditors.
- All kind of bank transactions.
- Maintain cash and accurately record cash transactions.
- Preparation of cash flow and fund flow statements.
- Maintaining purchase and sales includingstock register.
- Payroll preparation and accounting.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- Preparing VAT report and Filing
- Managing colleagues, workloads and deadlines

TECHNICAL SKILL

- Advanced knowledge of Accounting Applications Tally-9& ERP9.
- Thorough working knowledge in computerized environment.

Microsoft Office, F5, Excel

CAREER SUMMARY

- A dynamic and sincere professional accounts skills having experience of one year and above in accounts field.
- Excellent financial accounting knowledge.
- Relationship management skills with ability to interact with clients.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge, and I assure you that if opportunities were given I would prove to be an asset your esteemed organization.

MOHAMMED JASEEM