



AJEER M

Two Year Experience | UAE Driving Licence Holder

Ajeermukkoth@gmail.com +971 563133149 Deira, Dubai <https://www.linkedin.com/in/ajeer-m-1a2b40190>



PROFESSIONAL WORK EXPERIENCE



Accountant

Pop City Ice Cream LLC

Dubai, United Arab Emirates

April 2021 – June 2022



- Manage and complete General Ledger Journal Entries.
- Checking each AP Invoice with proper supporting's like PR, LPO, GR and approvals after making payment.
- Fixed Asset addition and depreciation.
- Preparing Prepaid expenses schedule.
- Checking AR invoice with credit agreement and following up the payment.
- Preparing monthly Financial Reporting.
- Reconciliation of Customer and Vendor Account.
- Bank Reconciliation Statement.
- Preparation Profit and Loss account and Balance Sheet.
- Intercompany transaction of Holding companies.
- Petty Cash Handling.
- VAT Completion.



Accountant

YM Trade Links Communication

Kerala, India

April 2020 – Oct 2020



- Enter posting and checking of purchase, sales, payment, receipt collection & journal voucher.
- Maintain day to day books of Accounts.
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
- Handling ledger accounts and keeping the check for any invoices or payments.
- Maintain salary register in MS-Excel.
- Producing detailed income and expenditure reports.
- GST Filing



EDUCATION

BBA – Finance

Kannur University, Kerala

2016 – 2020

Plus Two Commerce

HSE Board, Kerala

2014 – 2016

SSLC

Board of Examination, Kerala

2013 - 2014

SUMMARY

- To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

SOFTWARE SKILLS

- Odoo ERP
- Tally ERP
- SAP FICO
- Microsoft Office

SKILLS & ABILITIES

- Hard working with leadership qualities.
- Problem Solving
- Ability to handle finance in a responsible manner
- Highly energetic
- Efficient and flexible.

LANGUAGES

- English
- Hindi
- Malayalam

PERSONAL DETAILS

Date of Birth : 10 - 10 - 1996

Gender : Male

Marital Status : Single

Nationality : Indian

Religion : Islam

Driving License : Issued from Dubai