

AJAS UMMER

Contact

Address

Dubai, UAE

Phone

00971561785574

E-mail

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Skills

Tally ERP9

Forza Retail

MS Office Suite

Account Reconciliation

Cash Flow analysis

Cheque issuing

Software

Tally ERP 9

MS Office

Peachtree

Lead Accountant with 4 years' experience is seeking to secure an accounting position with an organization that will enable me to utilize my organizational skill.

Work History

Accountant/Office Admin/Sales.

01/10/2018

24/04/2021

Al Zeenath Supermarket LLC, Umm Al Quwain, United Arab Emirates.

- Dealing with the vendors
- Vendor payment processing
- Preparing and issuing the cheques
- Follow-up with customers
- Handling cash transactions
- Wholesale Customer Handling
- Attending the phone calls for the wholesale business.
- Order taking from the groceries
- Receiving goods from the market
- Involvement in grocery sales
- Checking delivery vehicles
- Purchasing from the local market

01/12/2015

11/04/2017

Powerins Automation. Kerala, India.

- Post and process journal entries to ensure all business transaction are recorded.
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Prepare and submit weekly/monthly reports.
- statements according to legal and company accounting and financial guidelines.
- Assist senior accountants the preparation of monthly/weekly/yearly closing.
- Support technically in review of design packages.
- Revise and conclude incoming request.
- Assist in make decision process.
- Building relationship with new customers and distributors.
- Maintaining good business relationship with existing clints.
- Dealing with customers feedback, enquiries and complaints.

Education

04-2015

Higher Secondary Certification (Grade 12)

N.I.O.S - Kerala - India



Languages

English



Hindi



Malayalam



03-2012

High School Certification
K.H.S. SCHOOL - Kerala - India

Certifications

2016

Tally, Peachtree And QuickBooks

Personal Information

Gender: Male

Date of Birth: 03-09-1996

Nationality: Indian

Religion & Community: Islam, Muslim

Marital status: Single

Passport No: M4171794

Visa: Visit Visa.

