



MOHAMMED AJNAS

Accountant

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and objectives within a contemporary and economical business.

PHONE

(+971) 543 655 475

EMAIL

mohammedajnasra@gmail.com

ADDRESS

Al Bashra-3 , Dubai
United Arab Emirates

PASSPORT DETAILS

Passport #: R 7342966

Date of Issue: 12/12/2017

Date of Expiry: 11/12/2027

Nationality: Indian

PROFESSIONAL EXPERIENCE

Assistant Accountant

Idea Cellular Pvt Ltd
May 2020 – March 2021

Job Responsibilities:

- Accounting work up to Finalization: - Day books, Trial balance, Profit & Loss Account and Balance sheet.
- Passing & posting of all Accounts Payable & Receivable entries.
- Bank Reconciliation for Day-to-Day Bank Transactions.
- Quarterly VAT Filing & Yearly Audit.
- Day to day works – All Entries (Payments, Receipts, Deposits, Invoices, Vouchers, Petty Cash, Quotations, Journal, Prepaid & Post-paid entries).
- Daily Reconciliation of Cash, Card and other Financial Transactions.
- Review of Inventory Valuation, Adjustments & Cross Checking.
- Preparation of Payroll, Leave Salary, Gratuity, Overtime Calculation & WPS transferring.
- GST, VAT payment & returns, E-Filing.
- Assisting PRO works.

Accountant

MobiWorld
May 2021 – Dec 2021

Job Responsibilities:

- Preparing draft letters to bank for transfer of funds and other transactions.
- Prepare all final reports (Income, expense, Purchase, Sales, Inventory, Payroll etc.,)
- Prepare Monthly sales reports, Debtors reports & Product wise sales report. Processing employee expenses.
- Receiving and storing invoices.
- Managing income and expenditure accounts.
- Support month-end and year-end close process.
- Managing Petty cash transactions.

EDUCATION

B. Com - Bachelor of Commerce.
World Human Resources Development Education.
(2017-2020).

DHSE- Directorate of Higher Secondary Education (+2).
State Board of Kerala
(2014-2016).

SSLC -Secondary Level Education.
SSLC State Board Kerala
(2013-2014).

Diploma in Practical Accounting, GST & GCC VAT
Office of STED Council

LANGUAGE SKILLS



English



Hindi



Tamil



Malayalam

ADDITIONAL SKILLS

Typing speed of 70 WPM



Problem Solving



Team Leadership



PROFESSIONAL EXPERIENCE

Accountant & Store Manager

Magnus Store and Care.
Jan 2022 – Sep 2022

Job Responsibilities:

- Reconciliation of Inter Company ledger Accounts.
- Preparation of Payroll, Leave Salary, Gratuity, Overtime Calculation & WPS transferring.
- Assisting PRO works.
- Internal & External Audit.
- Prepare reports on buying trends, customer requirements.
- Coordinate with procurement team to list expected deliveries and follow up with supplier or shipper.
- Verify Received packages according to the order and invoices.
- To identify customer requirements by establishing rapport with customers to understand service requirements.

COMPUTER SKILLS.

- Proficient in Microsoft Word and Excel.
- Basic hardware & Software knowledge.
- Proficient in **Tally ERP 9**.

DECLARATION

I hereby declare that all the information given are true, complete and correct to the best of my knowledge and belief.

Mohamed Ajnas.