



MOHAMMED HAMEEN

ACCOUNTANT

SUMMARY

Seeking a position to utilize my skills and ability in an industry that offers professional growth while being resourceful, innovation and flexible to improve productivity.

CONTACT

Phone- +971547989437
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Dubai, UAE

PROFESSIONAL EXPERIENCE

ACCOUNTANT

MISTER BAKER, Dubai | June 2021 - Present

- Monitoring Accounts Receivables & Accounts Payables
- Handling Cash transaction, check, credit cards, vouchers, or automatic debits
- Entering Purchase Invoices attached after authorization
- Preparing reports for the daily sales and monthly sales
- Preparation of Cash flow and fund flow statements.
- Reconciliation of supplier, statements and intercompany transaction
- Correspondence with Banks and suppliers
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Coordinate with warehouse staff to ensure proper storage
- Reconciliation of Bank, supplier, statements and intercompany transaction.
- Handling Petty Cash & submit monthly expenses report

ACCOUNTS & HR COORDIANTOR

New Golden Fork Bakery LLC - Ajman , UAE | April 2019 - June 2021

- Daily monitoring of cash collection and reconciliation.
- Coordinating with Transguard Staff for Cash Deposits to Bank.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Prepared and mailed invoices to customers, processed payments and documented account updates.
- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Employee onboarding and Employee evaluations
- Salary processing (payroll manage) & attendance process for payroll
- Prepared itemized statements, bills or invoices and recorded amounts due for items
- Assistant HR for recording Employees Leaves, Attendance
- Assistant PRO for employees Visa and other documents
- Input financial data and produced reports using QUBE MINI

MARKETING EXECUTIVE

Fono Club Multi Brand Mobile Showroom , Kerala, India | Jan 2017 - Mar- 2019

- Developed new branding strategies and marketing collateral to foster business development and achieve revenue targets.
- Managed relationships with key industry partners and implemented promotional initiatives to maximize marketing program performance.
- Built brand awareness and generated leads while managing internal and external marketing campaigns and programs.
- Developed and executed marketing programs and general business solutions resulting in increased company exposure, customer traffic and elevated sales numbers.
- Compiled product, market and customer data to forecast accurate sales and profit projections.
- Capitalized on industry and marketplace trends to strategize marketing solutions and enhance business operations.
- Worked with communications team to drive internal promotion of company programs, initiatives, guiding principles and mission

COMPUTER SKILLS

- MS-Office, Excel, Power point
- MS Excel Expert
- WordPress
- Mailchimp
- Google Ads
- Social Media Marketing
- Google Analytics
- Accrued a good typing speed
- Tally, Peachtree,
- Qube Mini, Dynamics 365

PERSONAL DETAILS

Date of Birth : 5/12/1996

Marital status : Single

Languages : English, Hindi, Arabic
and Malayalam.

Nationality : Indian

Visa Status : Employment Visa

EDUCATIONAL QUALIFICATIONS

Bachelor of Commerce

Calicut University, Kerala, India

DIFFA

Diploma in Indian & Foreign Financial Accounting

Board of Higher Secondary

State Board of higher secondary Education, Kerala

PLUS POINTS

- Flexible and optimistic
- Communication (written and verbal)
- Self-motivated and capable of initiating new ideas
- Good team player
- Excellent communication skills
- Prioritization and problem-solving
- Attention to detail
- Willingness to use new technologies to the desired standard
- Valid UAE driving license