



MOHAMMED SAKKIR

Accountant

Date of Birth : 25/07/1992

Nationality : Indian

Marital Status : Married

Oman Mob : +968 94899450

Email Address :
mohammedsakkir@yahoo.com

Location : Kavilkandi House,
Kodampuzha,
Farook College P.O.,
Postal Code – 673 632.

Education :

Bachelor of Commerce
(Distance Education/ in 2014)

D.C.F.A.
(Diploma in Computerized
Financial Accounting/ in 2010)

H.S.S.C. – Commerce
(University of Calicut/ in 2010)

S.S.L.C.
(Kerala Govt. Board/ in 2008)

Computer Skills :

TALLY ERP.9
Microsoft Word
Microsoft Excel
E-Mail
RITS TASK - (Accounting Soft)
AL MOUHASEB (Account Soft)

Profile

Accountant with 8+ years of experience In this during period worked on the TALLY ERP.9 and RITS TASK and ALMOUHASEB Accounting Software utilized accurately and able to team work and strong communication skill.

PROFESSIONAL WORK EXPERINCE

Accountant – Feb 2017 – Feb 2022 - (5 Years)

First Gulf Trading and Services – Stainless Steel Factory
Muscat, Oman.

- ➡ Quotation and Sales orders create and Printed documents are scan and sent to the customers via e-mail.
- ➡ Journal Entries, Invoice processing, Vouchers has enter to computer.
- ➡ Accounts Payable / Receivable Ledger accounts followed with orders taken and outstand payments collection from customers via telephone and directly.
- ➡ Bank Reconciliation, Book Keeping, Cash flow control, problem solving.
- ➡ Monthly sales report and each materials cost, and net profit calculation chart has prepared.
- ➡ Employee's monthly Payroll statement and attendance table charts prepared.
- ➡ Store materials inventory and computer stock cross checking and livestock report maintained.
- ➡ Factory order schedule chart preparation and raw materials orders given to suppliers.
- ➡ Sale order materials dispatch process and generated delivery note receive customer's signature, and stamp back to counter file.

Accountant – Oct 2014 – Oct 2016 - (2 Years)

Star Sun Plastic Trading L.L.C. – Disposable Products Distributor
Abu Dhabi, U.A.E.

- ➡ Purchase orders sheet prepared in the warehouse stock bases.
- ➡ Journal Entries, Invoice processing, Vouchers has enter to computer.
- ➡ Accounts Payable / Receivable Ledger accounts followed.
- ➡ Bank Reconciliation, Book Keeping, Cash flow control, problem solving.
- ➡ Monthly sales report, each materials cost, and net profit calculation chart has prepared.
- ➡ Sale orders taken from customer's by telephone.

Language Skills :

English, Arabic, Hindi.

Availability : Immediately

Expected Salary : 3000 AED

- ➡ Store materials inventory and computer stock cross checking and livestock report maintained.
 - ➡ Goods price has researched in the market.
 - ➡ Damaged goods (**Return**) has dispatched to companies.
 - ➡ Warehouse inside keep cleaned.
 - ➡ Customer's order dispatch process and generated delivery note receive customer's signature and stamp back to counter file.
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Assistant Accountant – Jun 2012 – Oct 2014 - (2 Years)
Skilda World – Car Spare parts Whole seller
Kerala, India.

- ➡ Value add tax invoice (**K-VAT**), Form No.8/ 8B prepared.
 - ➡ Direct / Indirect Expenditure Invoice and Vouchers has enter to computer.
 - ➡ Accounts Payable / Receivable Ledger accounts followed.
 - ➡ Bank reconciliation and bank cheque prepared for creditors.
 - ➡ Store materials inventory and computer stock cross checking and livestock report maintained.
 - ➡ Sales tax (**Form No.10**) E-File and **C-Form** generate and download by online for interstate purchase.
 - ➡ Apply digital signature (**E-Mudra**) for **C-Form**.
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Internship – Jan 2012 – May 2012 – (4 Months)
Suresh Associates – **K-VAT** Accounts Project Report Consultancy
Kerala, India.

- ➡ Value add tax invoice (**K-VAT**), Form No.8/ 8B and excise duty invoice enter on the computer.
- ➡ Direct / Indirect Expenditure and Invoice, Vouchers has enter to computer.
- ➡ Bank reconciliation.
- ➡ Sales tax (**Form No.10**) E-File and **C-Form** generate and download by online for interstate purchase.
- ➡ Apply digital signature (**E-Mudra**) for **C-Form**.
- ➡ Studied VAT consulting.