



MOHAMED JASEER USMAN T.V

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Al Qusais, Dubai

CAREER OBJECTIVE

To obtain a good and responsible position in an organization which provides career development opportunities where I can contribute my best towards the organization's goals uniquely and to expand the horizons of my knowledge and skills to grow professionally.

EDUCATION

- BBA
Calicut University
2016-2019
- HIGHER SECONDARY
Kerala Board
2014-2016

TECHNICAL QUALIFICATION

- Tally
- Busy Software
- MS Office
- SAP MM

PERSONAL DETAILS

- D.O.B : 15-03-1997
- Visa Status : Visit Visa
- Nationality: Indian
- Languages : English, & Malayalam

EMPLOYMENT DETAILS

Oake Cleenex Tissue (MA Enterprises) | Malappuram, India
Accountant (March 2020 – March 2021)

Key Deliverables

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

PROFESSIONAL SKILLS

- Strong written and oral communication
- Organization and attention to detail
- Analytical and problem-solving skills
- Time management
- Critical thinking
- Active learning
- Proficiency with Microsoft Office Suite