



AHAMMED JASIM

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Email:

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Personal Information

Nationality : Indian

Visa status : Employment Visa

Date of Birth : 21-02-1994

Gender : Male

Marital Status : Single

Driving license: Valid Dubai License

Contact

Address:

Hassan Al Bhari

Apartment 505

Al Qusais

Dubai

Languages

- English
- Hindi
- Malayalam
- Tamil

Summary

Accurate and performance-driven Account executive with 5 years' experience in being in charge of all financial functions within the company, and responsible for managing and leading the finance team, and for the day-to-day management of the financial reporting, accounting and payroll processes with all experience in Tally ERP 9

Experience

SUN RISE BAKERY LLC

Manufacturer And wholesale distribution of all types of Bakery Products

Accountant and Admin (Nov 2019) (Present)

- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Expert Knowledge in Reconciliation of books of accounts.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Provides payroll information by collecting time and attendance records and Salary preparation of employees
- Preparation of year ending Schedules and Accounts for Audit
- Reconciliation of: -Bank, H.O, Branches, Debtors, Creditors and Stock.
- Preparation of monthly reports
- Cash Management.Salary preparation for employees.
- VAT filing.

KISHARJ (KISHARJ & SRINIVASAN VENTURES (P) LIMITED)

Assistant Accountant and Admin (Oct. 2016 to June 2019)

- Weekly and Monthly Report.
- Supporting accounting function.
- Recording the transaction.
- Payment followup
- Communicate with clients Maintain good relationship.

Education

Master's Degree:

MBA Finance and Marketing - 2014-2016 University of Kerala

Bachelor's Degree:

B.com finance -2011-2014 University of Kerala

Technical Skills

- Expert in Tally ERP.
- Expert in Microsoft Excel, Word and Power point.
- Knowledge in QuickBooks