

MUFAS T M

Accountant & Cashier

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CAREER OBJECTIVE

To work with a professional group that will utilize my knowledge and skills towards the contribution to success of the company. I wish to utilize my proficiency in principles of accountancy and computer applications like tally towards effective performance of my duties.

WORK EXPERIENCE

**WORKED AS FINANCIAL ACCOUNTANT IN
COOLEX AIR CONDITIONER COMPANY IN
2019 JULY TO 2021 SEPTEMBER**

DUTIES:-

ACCOUNTANT

- ❖ Assigning entries like purchases, sales, payment, receipt and journal.
- ❖ Accounting package used is &
- ❖ Preparing the invoice.
- ❖ Process bills for payment and issue cheques for accounts payable.
- ❖ Secures financial information by completing database backup.
- ❖ Bank reconciliation on weekly basis for all the bank of company.
- ❖ Preparing prediction and performance report in monthly basis.
- ❖ Maintaining petty cash, making petty cash vouchers.
- ❖ Handling ledger accounts and keeping the check for any invoices or payments.
- ❖ Handling payrolls of employees.
- ❖ Maintaining weekly timesheet and employee's status report.
- ❖ Maintaining all the office financial documents and employee's details.
- ❖ Making all the payment and receipt entries and vouchers.
- ❖ Preparing and analyzing accounting records and financial statement.

CASHIER

- ❖ Provides a positive customer experience with fair,friendly and courteous service.
- ❖ Registers sales on a cash register by scanning items,itemizing and totaling customers' purchases.
- ❖ Resolves customer issues and answers questions.
- ❖ Bags purchases if needed.
- ❖ Processes return transactions.
- ❖ Itemizes and totals purchases by recording prices,departments, taxable and nontaxable items;and operating a cash register.
- ❖ Enters price changes by referring to price sheets and special sale bulletins.
- ❖ Discounts purchases by redeeming coupons.
- ❖ Collects payments by accepting cash,check, or charge payments from customers and makes change for cash customers.
- ❖ Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.

ACADEMIC QUALIFICATION

B.COM

University : Calicut University, Kerala

Year of Passing : 2019

Higher secondary (XII)

Board : Kerala State Educational Board

Year of Passing : 2016

Secondary (X)

Board : Kerala State Educational Board

Year of Passing : 2014

IDCAF (International Diploma In Computerised Accounting And Finance)

TECHNICAL SKILL

- ❖ Customer Service Orientation
- ❖ Leadership Skill
- ❖ Communication Skill
- ❖ General Business Knowledge

COMPUTER PROFICIENCY

Tally ERP
Microsoft excel
Peachtree
Quickbooks

Certifications in IDCAF are:

Management accounting
Tally ERP
Gulf VAT
Manual accounting
MS EXCEL

Also certified in :



International
association of
accounting
professionals

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Arabic

PERSONAL DETAIL

Date of Birth : 04-09-1998
Religion : MUSLIM
Passport Number : U7375704
Marital Status : Single
Nationality : Indian

VISA STATUS

Visiting

DECLARATION

I consider myself as a right candidate for the post I am also confident of my ability to work in a team as well as in a single and challenging environment I declare that the information furnished above is true to the best of my knowledge.

DATE :

PLACE :

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