



Mohammed Ali Jawhar AK

JUNIOR ACCOUNTANT

PROFILE

To secure an adequate position in an organization that affords me an opportunity to grow and develop for the progress of the organization as well as my career.

CONTACT

 jouharak770@gmail.com

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 Abu hail metro station, Dubai, UAE

SOFTWARE

- MS WORD
- MS EXCEL
- MS POWERPOINT
- TALLY

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

EXPERIENCE

JUNIOR ACCOUNTANT

Gianni & Gelato General Trading LLC, Dubai, UAE

During the course of my previous work experience, I have developed my skills in the areas of document review, Invoicing, received payments, follow-up payments, maintaining Purchases and sales including Stock register, and inventory, and building a solid foundation of industry knowledge. My communication skills have defused countless tense situations and I work effectively in high-pressure situations. I am self-motivated to complete tasks on time with minimal direction and have a strong aptitude for the above areas. I am an energetic and enthusiastic team player who can take the wheel when team leadership is required.

ETUDEMY, India

Digital Marketing – Internship Duration - 3 months

EDUCATION

B. Com

Koshy's Institution of Management Studies, Bangalore University

Diploma In Aviation Management

Visskan Institute of Aviation, Bangalore

Base Logistics & Freight Forwarding

Next Step Logistics, Bangalore

Higher Secondary

Board Of Public Examination, Kerala

SKILLS

Flexibility

Time Management

Collaboration/Teamwork

Communication skills

Customer Service

Conflict Resolution

Active Listening