

# MOHAMMED HARIS.PT

## ACCOUNTANT

Mob:+971 509602175  
Mail ID: harismhd96@gmail.com  
Dubai



### Career Objective:

" To obtain a suitable position in a professional and dynamic organization which Promises bright growth opportunities and to contribute the best of my ability for the development of the organization".

### Work Experience

#### C ZONE DISTRIBUTOR

**Since:October 2019-till January 2021**

**Role : ACCOUNTANT**

- Vouching Data Entry & Reporting
- Preparation of Financial Statement and Statement Analysis
- Managing of Supplier invoices and settlement of accounts
- Bank reconciliation
- Maintain and control confidential files and records.
- Well versed with MS office (MS Word, MS Excel, MS powerpoint)
- Responsible for handling queries, incoming and outgoing calls, faxes and mails.
- Managing customer dealing,trade and cash
- Responsible for administration function and Day to day work in office
- Preparing Daily Bank Deposit,petty cash,and Bank Payment& Receipts vouchers

#### AHAMMED SHA & CO

**Since: January 2019- till July 2019**

**Role : Audit Assistant, Accountant**

- Monitored and maintained all bank audit functions.
- Responsible for all reports and evaluation of findings.
- Produce stable reports.
- Worked closely with external auditors and state and federal examiners
- Prepare internal memos and business letters for staff.
- Strategized coordinated and conducted on-site internal audits
- Responsible for handling queries, incoming and outgoing calls, faxes and mails.

- Able to handle work independently and under pressure.
- Strong Leadership and management skill in a corporate setting

#### **Educational Qualifications :**

- Bachelor of Commerce (B.Com) From University of Calicut (Kerala, India)
- HSE-Commerce-Board of Higher Secondary Examination
- Kerala State Examination Board (SSLC)

#### **Technical Qualifications :**

- ✍ **SAP – Finance & Controlling**  
Consultant Level & Enduser Level
- ✍ **Diploma in International Financial Accounting**  
Software's : Tally ERP. 9 , Peachtree, Quick Books, MYOB
- ✍ **Office Automation**  
Software : MS. Excel, Word, Power point, Outlook
- ✍ **Certified Accountant – IICA.US**  
(International Institute of Certified Accountant)

#### **Professional Skills :**

- Ability to accept any challenge with an optimistic outlook.
- Teaming up with the colleagues and willingness to learn.
- Comprehensive problems solving abilities.
- Quick Learner

#### **Personal Data :**

Date Of Birth : 13/12/1996  
 Father Name : Abdul kareem PT  
 Sex : Male  
 Age : 25  
 Nationality : Indian  
 Passport No. : T8500763

**LANGUAGES KNOWN:** English, Malayalam, Hindi

#### **Declaration**

I hereby declare that all the details furnished above are true and to best of my Knowledge.

**Place : DUBAI**

**MOHAMMED HARIS.PT**