



MOHAMMED NOUFAL ACCOUNTS

CONTACT INFO

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PERSONAL INFO

DOB : 05 May 1996
Gender : Male
Marital Status : Single
Nationality : Indian
Passport No : R3910784
Passport Exp : 16/10/2027
Visa Type : Visit Visa
Languages : English, Hindi, Tamil
& Malayalam

PROFILE

I'm an approachable, motivated and confident Accountant with the ability to Tally Software & Ms Office.

CAREER ABRIDGEMENT

To achieve a challenging position in professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of organization & grow with it.

EXPERIENCE

2019- Current / Accountant

New seven Days Supermarket L.L.C-Dubai

Main duties performed

- Post and Processed Journal Entries.
- Updating Account Receivable and Account Payables.
- Preparing Income and expenditure statements.
- Bank reconciliation and ledger account reconciliation.
- Preparing Financial Reports, Balance sheet etc.
- Statutory Compliance Especially Vat Filing.
- Advising on how to reduce cost and increase profit.
- Financial Forecasting, Monthly remuneration preparing.

2018-2019 / Junior Accountant.

Best Ind Computer Shoppe -India

Main duties performed

- Maintaining Purchase and sales Invoices.
- Follow up the outstanding Creditors.
- Preparing Supplier Cheque and arranging Purchase order.
- Preparing Quotations.

Computer Skill And Certificates

- Specialized in Tally ERP 9.0
- Ms office (word,excel,power point)
- Knowledge about computer fundamentals.

EDUCATION

Diploma in Computer Accounting (Tally)- 2018

Bachelor of commerce – University of Calicut -2017

Higher Secondary (Board of Higher Secondary) – 2014

S S L C (Board of Public Examination) -2012

HIGHLIGHTS

- Ability to handle multiple tasks with good time management.
- Hard working and good leader ship Quality.
- Flexibility in presentation of information.
- Self –motivated, hardworking and good team player.
- Communicative.
- Comprehensive problem solving abilities.

REFERENCES

Shanavas

Managing Director - - New Seven
Days Supermarket L.L.C
Mob: +9710559292494

Sahir Mohammed

HR - New Seven Days
Supermarket L.L.C
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DECLARATION

I hereby solemnly declare that the above furnished details are correct to the best of my knowledge.

Mohammed Noufal