Mohammad Ahmad

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✉ Mohammadahmadsheikh580

📍 Alain, Abu Dhabi, UAE

SKILLS

- Petty Cash & Payroll Management
- Purchase Bill Verification
- Inventory & Price Updates (Online/Offline)
- Cashier Reconciliation
- Flyer Design (Canva, Photoshop, Adobe Illustrator)
- Accounting Software (Tally, Marg ERP)
- MS Excel & Spreadsheet Management
- Time Management & Multitasking

LANGUAGES

- **Hindi**: Native
- **Urdu**: Fluent
- **English**: Proficient (not fluent, but strong)
- **Arabic**: Beginner (currently learning)

SUMMARY

An accountant with over two years of experience, including 14 months as a Senior Accountant in a travel agency in India and 1 year of current experience managing accounting tasks for a supermarket and 12 tailoring shops in the UAE. Responsibilities include handling petty cash, processing salary transfers, managing purchase bills, adding and updating items in the system (both online and offline), and reconciling cashier reports. Additionally, responsible for managing bookings, deliveries, expenses, and monthly reporting for the tailoring shops. Skilled in flyer design, contributing to the supermarket's branding efforts. Pursuing a Bachelor of Commerce (B. Com) to further enhance my accounting knowledge and skills.

EXPERIENCE

Accountant cum Flyer Designer
Supermarket & 12 Tailoring Shops, UAE | [01/10/2023 - Current]

- Managed petty cash and purchase bills for the supermarket
- Updated and added new items to the system, handling price updates both online and offline
- Processed salary transfers for all employees and reconciled cashier closures
- Designed promotional flyers for the supermarket
- Managed bookings, deliveries, and expenses for 12 tailoring shops
- Created monthly reports for the tailoring shops and checked stock occasionally

Senior Accountant
Travel Agency, India | [01/08/2022 to 21/09/2023]

- Managed financial records, reconciliations, and reporting
- Handled accounts payable, receivable
- Processed payroll and conducted financial audits

EDUCATIONS

- **Bachelor of Commerce (B. Com)**
  [Sikkim Manipal University Online], [Expected Graduation at End of 2026]
- **CABA MDTP Course**
  National Institute of Electronics & Information Technology (NIELIT), December 2022
- **Class 12th**
  UP Board, 2022
- **Class 10th**
  UP Board, 2020