

MOHAMMED JASEEM.M

Dubai, UAE

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CAREER OBJECTIVE

To be a part of the company where I can use my knowledge and skills, contribute to the growth of the company and also develop myself to be more competitive.

WORK EXPERIENCE

Jawahar Al Rabeea – Riyadh, KSA

Calicut, India

October 22

Executive - Accounts Assistant

- Entered cash receipts.
- Entered payment and receipts as per bank SOA
- Preparing documents for daily closing
- Taking cash and credit customer statement daily and as per requirements.
- Entered all expensive jvs.
- Prepared Quotations and proforma daily basis
- Checking of purchase invoices
- Monitoring daily communications and answering any queries.
- Ensuring payments, amounts and records are correct

Spicella Restaurant, Calicut, India

Jun 21- July 22

Cashier

- Tallied cash drawer at beginning and end of each of work shift
- Collected and authorized payment of guests

Stepping Stone Accounting Consultancy

Oct 20- Apr 21

Calicut, India

Accounts Intern

- Preparation and Finalization of accounts of Trading, Manufacturing and Service organisations using Tally ERP 9.0
- Maintained up-to-date records of Invoices and daily financial transactions
- Assisted in the preparation of balance sheet, Income statements and other reports
- Input journal entries into accounting software

EDUCATION SUMMARY

Pursued Professional –Practical Accounting Training (**P-PAT**)

Sep 2020

Institute Of Professional Accountants, Kozhikode

Graduation: Bachelor Of Commerce (**B COM**), Finance from **University of Calicut, India.**

Mar 2020

HSC from Farook Higher Secondary School, **Kerala State Education Board**

Jun 2017

SKILLS AND INTERESTS

Software Skill : Microsoft Office (Excel, word, PowerPoint) | Tally (ERP 9.0, Prime) | Quick books| SAP business one|

Interests: Administrations and Operations, Finance, Accounts, Content Creator, Fashion, Football

SKILL HIGHLIGHTS

- Initiative – driven
- Innovative
- Problem solver
- Supreme Organisation Skills
- Conflict Resolution
- Extreme ownership
- Public Speaking

PERSONAL DETAILS

Date of Birth : 17/05/1999

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known: English, Malayalam, Hindi and Arabic

Passport No : R4221610

Visa Status : Visit visa

DECLARATION

I hereby declare that all the information above is true to the best of my knowledge and belief and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Mohammed Jaseem.M