

MIDLAJ

Accountant

+971555878394 @ kcmid2001@gmail.com <https://www.linkedin.com/in/kcmid2001>
Ajman, UAE



EXPERIENCE

Sales coordinator(present)

Medina hyper market

01/2024 Ajman

- Supporting the sales team
- Customer communication
- Order processing
- Prepare sales reports
- Follow up on payments

Accountant - accounts contractors

Accounts contractors

2023 India

- Prepared financial statements including balance sheets and income statement
- Managed general ledger and conducted regular reconciliations
- Oversaw account payable and receivable functions
- Handled vendor management and timely invoice processing
- Supported internal and external to ensure compliance
- Prepared tax returns and identified cost saving opportunities
- Managed payroll and ensured accurate and timely salary disbursement
- Suggested and implemented process improvements to enhance accuracy and efficiency

Sales and accounts

Stationery wholesale organization

2020 India

- Managed sales and accounts
- Post journal entries
- Handled daily business activities

EDUCATION

Bachelors of commerce

University of Calicut

2020 - 2023 India

SUMMARY

Accountant Certified SAP FICO professional with over half year of hands-on experience in accounting and finance. Skilled in financial reporting, tax preparation, payroll management, and general ledger reconciliation. proficient in tally erp9, Peachtree, and Microsoft excel. Known for strong analytical thinking, attention to detail and problem-solving skills actively seeking a finance or accounting role in the UAE

LANGUAGES

English

Advanced



Hindi

Advanced



SKILLS

financial reporting

Zoho books

Microsoft Excel

Microsoft Power Point

Peachtree

quick book

SAP FICO

Tally

cash flow management

Payroll