

# MUHAMMED RAJEEF TV

## CAREER OBJECTIVE

I am a self motivated & result driven accounting expert seeking full time employment where my skills can be utilized & where I can grow professionally

## EXPERIENCE

**Accountant & Cashier**  
**HOME MATE ENTERPRISE -KERALA, INDIA | May 2020 - April 2021**

- Cash handling
- Creating monthly financial statement.
- Calculated & checked payments accounts & records
- Follow up on payment issues & respond to vendor queries in a timely manner
- Preparing all invoices on software
- Prepare cheques & payment transfer requests

## EDUCATION

**MASTER IN BUSINESS ADMINISTRATION IN FINANCE**

Pondicherry University | 2021

**SAP FI GLOBAL CERTIFICATION**

Times pro, kochi | 2020

**ADVANCED MS EXCEL**

Spectrum Computers, kannur | 2020

**BACHELOR OF COMMERCE**

Pondicherry University | 2016 -2019



## CONTACT

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Burdubai -UAE

## APPLICATIONS

- SAP Finance Consultant
- Microsoft Office
- Tally ERP 9

## LANGUAGES

- Speak :English,
- Write:English,Hindi,Arabic
- Read:English,Hindi, Arabic

## STRENGTHS

- Customer service
- Creative spirit
- Reliable and professional
- Organized
- Time management
- Team player
- Fast learner
- Motivated

## SUMMARY OF SKILLS

- Cash handling expert
  - Capable of preparing accurate financial statements.
  - Strong analytical and problem solving skills.
  - Knowledge of accounting transaction practices, maintaining balance sheets
  - Excellent in written and verbal communication.
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## PERSONAL DETAILS

- Date of birth : 13 /10/ 1997
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Visa Status : Visit visa
- Passport no : P9872255