



MEHTHAB MUHAMMED

(ACCOUNTANT)



ADDRESS

Opp. Gold Souq Bus Station,
Deira, Dubai.



PHONE

+971 (0) 56 837 1861



E-MAIL

mehthabemammed@gmail.com

PERSONAL INFO

FATHER'S NAME : MUSHTHAQUE
NATIONALITY : INDIAN
DATE OF BIRTH : 07-10-1994
PLACE OF BIRTH : KOZHIKODE
GENDER : MALE
MARITAL STATUS : SINGLE
RELIGION : ISLAM

PASSPORT DETAILS

PASSPORT NO. : L4837208
PLACE OF ISSUE : KOZHIKODE

VISA STATUS

TOURIST VISA
VISA VALID UPTO 02-10-2022

CURRICULUM VITAE

CAREER OBJECTIVE

To work for a growing company that will provide me with the possibility of growing with in it and will allow the development of many abilities and skills in favor of the company's mission and environment

WORK EXPERIENCE

- * Accounts Assistants/sales co-ordinator/ware house in charge April 2019 to May 2021 Basix Cosmetics Trading LLC-UAE&OMAN
- * Account Assistant March 2017 November 2018 Veyeemar & co chartered account India
- * Account assistant November 2021 to June 2022 west horizon general trading LLC UAE

DUTIES AND RESPONSIBILITIES

- * Managing stock inventory and recording to minimum quantity level as per lead time
- * Stock then material proper manner in appropriate location code number wise & category wise
- * Ensure the proper & timely booking all suppliers payment , employees expenses
- * Monitor accounts aging to ensure payments are up to date
- * Keep safely measure always
- * Incorporate monthly Petty cash transaction and submitting reports to head office
- * Ensure the confidentiality and security of all financial files
- * Preparing customer invoices
- * Follow up collection of the payment from the customer according to the terms and conditions
- * Communicative with Bank and other instructions for smooth functioning of business

EDUCATIONAL QUALIFICATIONS

- * Bachelor of commerce in Mangalore university in India (2014-2017)
- * Board of higher secondary in M M jubilee parappil calicut in India (2014)
- * Secondary school leaving certificate (2011)

PROFESSIONAL SKILLS

- * Good Communication
- * Problem solving skill
- * Attention to details
- * Office Assistant
- * Hard Working
- * M/S excel Tally
- * Able to work under pressure

COMPUTER KNOWLEDGE

- MS-OFFICE
- SAP Business one
- Tally Prime
- Gulf VAT
- Typing

LANGUAGE KNOWN

- English (Read, Write, Speak)
- Malayalam (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- Arabic (Read, Write)

STRENGTHS & ATTRIBUTES

- **STRENGTHS:**
EXCELLENT COMMUNICATION SKILLS, TIME MANAGEMENT, LEADERSHIP, GOOD LISTENER, TEAM PLAYER AND SELF MOTIVATED.
- **ATTRIBUTES:**
HONEST AND HARD WORKING FRIENDLY, QUICK LEARNER AND SOLVING PROBLEMS.

JOB PREFERANCE

Any middle level/Senior Level/Professional jobs that matches my profile. Preferably in Finance /Accounting /Auditing /Store keeper.

DECLARATION

I hereby declare that all the statements made in this Application are true, complete and correct to the best of my knowledge and belief.

Place : Dubai
Date :

MEHTHAB MUHAMMED