




 Dubai

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### Area of Interests

- ☐ Financial Accounting.
- ☐ Management Accounting

### IT Skills

- ☐ SAP (B1 & FICO)
- ☐ Tally ERP 9
- ☐ Peachtree
- ☐ QuickBooks
- ☐ Microsoft Office (Sound in Excel)

### Key skills and Competencies

- ☐ Confident and Quick Learner
- ☐ Eager to learn and very adaptive
- ☐ Good analytical and problem-solving skills
- ☐ Accuracy and Attention to details
- ☐ Sincerity in Completion of Work

# MUHAMMED SAFEER

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Looking for a challenging opportunity which include my skills in **Accounts, Finance & Taxation Operations** with a reputed organization in any industry.

## Experience

### Accountant cum Admin

#### Jefco Prime foodstuff Trdg LLC -2022

- Managing All Accounting Transaction
- Prepare and submit weekly/monthly reports
- Prepare quotation local purchase and Import Purchase
- Reconcile accounts payable and accounts receivable with follow up
- Petty Cash Handling
- Assisting and Participate audit time

#### Lavilla Café Restaurantie- 2019 -2021

- Assisting the accounts and Tax manager in variety of business roles.
- Conversant with PAYE and VAT reconciliations
- Preparing sales invoice and upkeep of an accurate accounts filing system.
- Determines Payroll requirements; maintain payroll data; prepares and processes monthly payrolls.
- Work on reconciliation statements.
- Prepare quotation and local purchase orders
- Handling the admin activities and making quotation, Attending calls.
- Assist managers in day to day coordination of business operational activities.

### Accountant

#### Acosta Ad City 2017 - 2019

- Record day to day financial transactions and complete the posting process
- Check verify source documents such as invoices, receipts, computer printouts.
- Reconcile and balance all accounts.
- Petty cash handling
- Ensure any stock alerts regarding low stock levels are notified to stock management immediately.
- Ensuring high quality of financial controls using software's.
- Filing and maintenance GST of the firm from time to time.

## Education

**Post Graduate Development Management Accounting  
[PGDMA]**  
2017

**Bachelor Degree in Commerce**  
(Co-operation) [2014 – 2017]  
**University of Calicut, India.**

**Higher Secondary in commerce**  
[2012-2014]  
**Board of higher secondary examination, Kerala, India.**

**Matriculation - 2012**  
**Board of Public Examination, Kerala, India.**

## Personal Details

- Date of Birth: 03-04- 1996
- Nationality: Indian
- Languages Known: English, Malayalam, Hindi
- Arabic – Read & Write
- Passport details: S0233753
- **Visa Status: Visit Visa**

## **Declaration**

I hereby declare that the above information is true and correct to the best of my knowledge belief.

***Mohammed Safeer. AK***