

MUHEENA AM



Contact

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MUHEENA A M

Languages

English
Hindi
Malayalam
Tamil

Personal Information

Fathers Name: Abdul Muthaleef A v
Date of Birth : 08-05-2000
Passport No : S2040765
Nationality : Indian

Summary

ACCOUNTANT Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organised with strong attention to detail, mathematical acumen and GAAP knowledge.

Additional skills

- ❖ MS Office (All versions, Word, MS Power Point and MS Excel)
- ❖ TALLY ERP9
- ❖ ORACLE
- ❖ E-mail Applications and Internet research
- ❖ Ability to learn and work in any software

Experience

Finance Intern- 08/2020 to 06/2021

MASAFI CO LLC, DUBAI, UAE

- Reconciling the customer payment allocation for modern trade customers.
- Reconciling cash and cheque every day without fail with bank and third party
- Making settlement (Verifying EOT) in system for delivery drivers, household driver and Van sales as per company policy.
- Physically verifying all receipts, make sure that all payment details received from are up to date drive.

Trainee accountant- 06/2018 to 09/2019

TONY&TONY CONSULTANT MANAGEMENT, INDIA

- Handling tax filing.
- Computing and applying sales tax for respected customers.

Education

Cost management accounts: Institute of cost accountants of India

Final :Present

Intermediate:2019

Bachelor of Commerce: Bharathiar University, Tamilnadu

Declaration

I hereby declare that all the information made above are true, complete and correct to the best of My knowledge