

CURRICULUM VITAE

MUHAMMAD AJMAL AP

Kerla-india

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Job Objective

Looking forward for an **Accountant** position where I can utilize my Knowledge, skills and work experience in order to achieve the self and organizational growth and success.

Skills

- ☐ Ability to solve problems independently.
- ☐ Able to communicate effectively with at all levels, to both financial and non-financial stakeholders.
- ☐ Comprehensive knowledge of accounting standards.
- ☐ Ambitious and driven, willing to adapt to business needs and requirements.
- ☐ Preparation of the monthly Management Accounts and providing relevant analysis.

EDUCATION

- ☐ MBA Finance & Marketing – (Annamalai University 2019-2021)
- ☐ Certified Program in Financial Accounting (Spectrum Computers- Kannur)
- ☐ Bachelor of Business Administration (Madurai Kamraj University 2015-2018)

COMPUTER KNOWLEDGE

- ☐ Tally .erp.9
- ☐ MS Office. (Word, Excel, PowerPoint and Outlook)
- ☐ Peachtree
- ☐ Quick book
- ☐ GST

WORK EXPERIENCE

2021 January - Aameegos Trading LLC – whole sale perfumes – (Present)

- ☐ Accountant cum Admin
 - Preparing monthly profit and loss account
 - Maintaining petty cash
 - Preparing VAT.

Managing day to day accounts and system related works

2020Jan to 2020 May – ADNOC Das island

☐ Data Entry Operator (ADNOC LNG - Turnaround 2020 – LNG Train 2 and Boilers 3 & 4)

Maintain whole record up to date.

Maintaining of labor leave record.

Preparing time Sheets.

Monitor Attendance and salary preparation.

2017Oct to 2019 May - Working with Maruti Indus Motors True Value

☐ Accounts officer cum Cashier

Cheques preparation by using Tally and company software

Monitor Attendance and salary preparation

Maintain Petty cash

Doing all receipts (cash, cheques, RTGS card) Compulsory deposition of cash to bank

ADDITIONAL INFORMATION

☐ UAE Driving License – Waiting for test

LANGUAGES

English, Hindi and Malayalam

PERSONAL DETAILS

Gender : Male.

Date of Birth : 27/01/1996

Nationality : Indian.

Passport No : N5116510

Date of Issue : 20-11-2015

Date of Expiry : 19-11-2025

APPLICATION SKILLS

I have received recognition from the Company for such wonderful jobs. However, I am pretty confident; I can

Perform as per your company requirement, if there's an induction or some sort of training.

MUHAMMAD AJMAL AP