



We

## PERSONAL INFORMATIONS

Name: **MUHAMMED JIFRI**  
Age: **22**  
Nationality: **Indian**  
Passport No: **S6712240**  
Visa status: **Visiting visa**  
DOB: **30/04/1997**  
Marital Status: **Single**  
Notice period: **Immediate**

## CONTACT INFORMATION

Address:-  
**Dubai, Al Nahda**

Mobile:-  
**+971 558529594**

Mail ID:-  
[Jiffjifri007@gmail.com](mailto:Jiffjifri007@gmail.com)

## Social media

LinkedIn ID:-  
**Jifri muhammed**

## LANGUAGES KNOWN

English - Excellent  
Hindi - Excellent  
Arabic - Read and Write  
Malayalam - Excellent  
Tamil - Excellent

# MUHAMMED JIFRI M K

## CERTIFICATE IN ACCOUNTANT AND OFFICE MANAGEMENT

### Advanced Diploma in corporate Accounts Management with sap

School of corporate accounts, Cochin Kerala Reg. No:-**CAOT**  
**16/19/572**

## Objective

To work in a challenging & growth-oriented environment by utilizing my knowledge in accounts and my workaholic nature to have a better result.

## Academic Chronicle

- **Advanced Diploma in Corporate Accounts Management With SAP**
- **B.com- Cooperation** Calicut University (Completed)
- **Plus Two- Commerce** Board of HSE Kerala
- **SSLC** Board of Kerala

## Software knowledge:

- Proficiency in Latest ERP Packages SAP FI/CO and Business one.
- Tally, Peachtree & Quick Books
- Proficient Knowledge in M.S Office
- Windows
- MARG ERP9+

## Work Experience

UAE: - 6 Month Accountant (**JAN 2020-PRESENT**)  
**TONY & GUY COSMETICS (INDIA)** As Asst Accounts 2019/2020

### Responsibilities: -

- Documents financial transactions by entering account details
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures
- Maintains financial security by following internal controls.
- Provided management job cost reports using percentage of completion method.
- Produced monthly financial statements for the Condominium Homeowners Associations.

### **Strengths & Skills Set:**

---

- Dynamic Team Player and hard worker.
- Computer Skills & Data Entry operator
- Adaptable to any work load
- Handling High Pressure Situation
- Quick learner.
- Repeated research for improving self-abilities.
- Punctual & Sincere

### **Co-Curricular Activities**

---

- Social works.
- Football Player

### **Declaration:**

---

I hereby declare that the above-mentioned information is true and correct, and I bear the responsibility for the correctness of the above-mentioned.

**MUHAMMED JIFRI M K**