

MOHAMMED JASIR



CONNECT IN

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jasirvaliyattil@gmail.com

Dubai, UAE

Visit visa up to 28th -March- 2023

COMPUTER SKILLS

- Throughout Knowledge in Microsoft office 365 (Word, Excel, PowerPoint)
- Good in Gmail & Outlook handling
- Best in Tally Prime
- Primary knowledge in Hardware

SKILLS

- Financial analysis and reporting
- Software proficiency
- Documentation
- Data maintenance
- Team work and collaboration
- Tax compliance and preparation
- VAT (Setting reports for submission)

PERSONAL PROFILE

DOB : Dec-30-1996

Nationality : Indian

Languages known : English

Hindi

Arabic

Malayalam

Passport Number : R1840607

PROFILE

Accounting professional with five years of experience in reputed companies including GCC, Possess reputation as a self-directed professional. Proven track record of performing work in an ethical manner with maintaining the integrity of all financial data. Strong relationship building skills and effective collaboration with management, co-workers and society, with excellent problem-solving skills

WORK EXPERIENCES

- **MARHABA STAR PROJECTS & INVESTMENTS CO. L.L.C**

Sur, Sultanate of Oman
General Accountant,
Oct-2021 to Aug-2022

- **SAFA GLOBAL VENTURE**

KL, India
General Accountant & Company Accounts
July-2017 to Sep-2021

CORE AREAS

- Provide monthly bank reconciliations of various bank accounts and Intercompany reconciliations. Assists finance manager in reviewing month-end financials and preparing the monthly cash flows.
- Provide appropriate, accurate and timely financial information, analysis and specialist records to the managers
- Produce weekly, monthly, and quarterly management reports to senior management.
- Define chart of accounts, cash flow statements, income statements & balance sheets.
- Monitor stock and warehouse movements for the plant in coordination with the Maintenance Manager/Procurement officer.
- Intercompany reconciliation monitoring petty cash expenses, utility expenses (Electricity, Water and Telephone) etc ...
- Responsible for recording, posting and maintenance of purchases and sales invoices, payments & petty cash, Inventory etc.
- Analysis and verifying the financial notes and update into the database
- Perform period-end closing, account reconciliation and balance sheet recon.
- Accounts Receivables and Accounts Payables management
- HR Assistance, Payroll management and all other accounts related works.
- Other operations support.

PROFESSIONAL QUALIFICATION

BACHELORS OF BUSINESS ADMINISTRATION – BBA Finance-2017

Ma'din arts and science college, Malappuram
- University of Calicut –

DECLARATION

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Date: Feb-2023

Place: Dubai

MOHAMMED JASIR