

MUHAMMED ASLAM M.A



CAREER OBJECTIVE

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal Position will provide professional growth and opportunities to contribute.

EXPERIENCE

Accounting Assistant

Accounting Service Society Pvt. Ltd - 2019 August, Kerala, India

- Update and maintain accounting journals, ledgers and other Records detailing financial business transactions.
- Handled inventory section using task.
- Providing support to the team of data entry operators.
- Compile reports on monthly basis.
- Familiar with all petty cash handling procedures.
- Entering all expense, journal, receipt and payment vouchers

Accountant

Dar Al Nahda Trading Company, Pvt. Ltd Sharjah, UAE
2020 November

- Compile reports on monthly basis.
- Update and maintain accounting journals, ledgers and other Records detailing financial business transactions
- Handled inventory section using task.
- Providing support to the team of data entry operators.
- Familiar with all petty cash handling procedures.
- Entering all expense, journal, receipt and payment vouchers
- Monthly Basis Pay Role

RESPONSIBILITIES

- Update and maintain accounting journals, ledgers and other Records detailing financial business transactions.
- Compile reports on monthly basis.
- Handled inventory section using task.
- Providing support to the team of data entry operators.
- Familiar with all petty cash handling procedures.
- Entering all expense, journal, receipt and payment vouchers

CONTACT

🏠 Sharjah, United Arab Emirates
☎ +97152 30101 18
✉ azlamma007@gmail.com

SOFTWARE SKILLS

SAP (B1)
Tally Peach Tree
M.S Office

CERTIFICATIONS

- M.Com
- B.Com
- SAP (B1)
- Tally
- Peach Tree

AVAILABILITY

Available to join immediately

EDUCATION

MasterofCommerce (Pursuing)

Bharathiar University

BachelorofCommerce

University of Calicut

Jyothis College Irinjalakuda

HigherSecondaryEducation

Board Of Kerala

Highersecondaryeducation

SecondarySchoolEducation

Board Of Kerala

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PERSONALSTRENGTH

- Outstandingcommunicationandinterpretationskill(writtenandverbal).
- Abletoworkunsupervised
- InvolvedpersonalitydevelopmentandupdatingknowledgebasedthroughReading,listeningandobservation
- Hardworker
- Flexibleandproblemsolving
- Abletoworkinshifting

PERSONALINFORMATION

DateofBirth

20/02/1997

Gender

Male

MaritalStatus

Single

Nationality

Indian

PassportNo

P4123350

Language

English,Hindi,Malayalam,Tamil

VisaStatus

Visitvisa