

MUHAMMED RAJEEF TV

Accountant



CAREER OBJECTIVE

I am a self motivated & result driven accounting expert seeking full time employment where my skills can be utilized & where I can grow professionally

EXPERIENCE

Accountant

*ABC CO LLC, DUBAI, UAE | Jan 2022 - March 2022
(Internship)*

- Prepare Accounts receivable and payable
- Manage petty cash
- Prepare daily report, included sales report and deposit
- Creating monthly financial statement.
- Calculated & checked payments accounts & records
- Follow up on payment issues & respond to vendor queries in a timely manner
- Preparing all invoices on software
- Prepare cheques & payment transfer requests
- Records keeping and updating

HOME MATE, KERALA, INDIA | FEB 2020- MAR 2021

- Cash handling
- Calculated & checked payments accounts & record
- Follow up on payment issues & respond to vendor queries in a timely manner
- Preparing all invoices on software

CONTACT

+971-581082839

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Deira, Dubai -UAE

APPLICATIONS

- SAP Finance Consultant
- Microsoft Office
- Tally ERP 9
- MS EXCEL

LANGUAGES

- Speak :English,
- Write:English,Hindi,Arabic
- Read:English,Hindi, Arabic

STRENGTHS

- Customer service
- Cash handling
- Creative spirit
- Reliable and professional
- Organized
- Time management
- Team player
- Fast learner
- Motivated

EDUCATION

MASTER IN BUSINESS ADMINISTRATION IN FINANCE

Pondicherry University | 2021

SAP FI GLOBAL CERTIFICATION

Times pro, kochi | 2020

ADVANCED MS EXCEL

Spectrum Computers, kannur | 2020

BACHELOR OF COMMERCE

Pondicherry University | 2016 -2019

SUMMARY OF SKILLS

- Cash handling
- Customer service
- Strong analytical and problem solving skills
- Knowledge of accounting transaction process.
- Excellent in written and verbal comm
- Prepare cheques & payment transfer requests

DECLARATION

I here by declared that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of The above mentioned particulars.

MUHAMMED RAJEEF TV