



## **MUHAMMED JASIR K.O.P**

Phone : +971563991666

Location : Dubai

Email : jasirkop@gmail.com

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### **CAREER OBJECTIVE:**

Seeking a challenging career in an organization to emerge as a creative and adaptive professional, adaptive to the ever-changing environment and applying concepts to new situations. A position that will allow for continued professional and personal growth, offering an environment where advancement is based on my strengths.

### **EXPERIENCE:**

**2 years Experience as an Accountant.**

**NIKSHAN ELECTRONICS, KERALA, INDIA-2019**

### **AREAS OF EXPERTISE:**

- Accounting Payables and Receivables
- Customer Billing
- Purchase entry
- Preparation of Bank Reconciliation Statement
- Petty Cash Management
- Communication with customers
- Preparation of Trial Balance, Profit & Loss account and Balance sheet

### **ACADEMIC QUALIFICATION:**

- Bachelor Degree in Commerce
- Indian & Foreign Accounting

**COMPUTER SKILLS:**

- Tally ERP.9
- Peachtree
- Quick Book
- SAP Business One
- MS Office (EXCEL,WORD,PPT)

**PROFESSIONAL STRENGTHS:**

- Familiar with Customer Interactions.
- Possesses excellent oral and written communication skills.
- Good Leadership quality with analytical ability and problem solving.
- An efficient to manager to get the things done by other people.
- Highly motivated, Confident with constructive approach for learning new things.
- Flexible, and has the ability to work under pressure with capacity to provide effective solutions within deadlines.
- Systematic, Dedicated, Disciplined and Trustworthy in discharge of duties.

**PERSONAL PROFILE:**

- Date of Birth : 26.06.1996
- Gender : Male
- Marital Status : Single
- Languages known : English and Malayalam
- Nationality : Indian
- Passport No. : M2237132
- Visa Status : Visit

**DECLARATION:**

I do hereby declare and affirm that all the information furnished above are true and correct to the best of my knowledge and belief.

Thanking You For Consideration  
(MUHAMMED JASIR K.O.P )