



CONTACT DETAIL:

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Email ID:

umairmohamed11@gmail.com

PERSONAL DETAILS:

Date of Birth : 9th Nov1994

Nationality: Indian

Gender: Male

Marital Status: Single

Religion: Muslim

PASSPORT DETAIL:

Passport no:N4640567

Passport Expiry :16-11-2025

LANGUAGE KNOWN:

- ✓ English
- ✓ Tamil
- ✓ Malayalam

VISA DETAIL

- ✓ Visa Status :visit visa

OBJECTIVE

To seek a challenging role and work hard in your firm as it would help me in development of my practical skills and give me a chance to learn a lot thereby enhancing my knowledge and to have a professionally challenging and financially rewarding career.

SUMMARY OF SKILLS

- Excellent knowledge of Accounting principles and procedures
- Experienced in handling bookkeeping activities and fixing accounting errors
- Proficient with MS Office suite, Tally(ERP-9) Related Account Software
- Experienced in accounts payable, account receivable, and processing invoice payment
- Strong attention to detail, organizational, and time management skills

TECHNICAL SKILLS

- Tally(ERP-9)
- MS office (Excel, Word, PowerPoint)
- Windows Operating System Installation and other Software Installation
- Operating system: Windows7,Windows8,XP
- Computer Hardware Assembling

PROFESSIONAL EXPERIENCE

Position : Assistant Accountant
Company : Maxims Auditors & Consultants
Duration : 3 Months
Place : Deira - Dubai

Duties & Responsibilities

- Clients meeting and documents collections all the responsibility
- VAT filings and Returns, submitted
- VAT amount calculations finalized in Draft preparation
- Answering phone calls and emails and resolving customer's queries
- Managing spreadsheets, journals, and sales and purchase ledgers

PROFESSIONAL EXPERIENCE

Position : Assistant Accountant
Company : SAMS GRUOP
Duration : 1 Years
Place : Tanjore- Tamil Nadu- India

Duties & Responsibilities

- Performing invoice processing, sending payment reminders, and updating accounts
- Handling daily bookkeeping functions and reconciling account ledger
- Managing spreadsheets, journals, and sales and purchase ledgers
- Reconciled purchase orders, invoices, and payment received
- Managed petty cash transactions on a daily basis
- Deposited cash and check in bank and made entries in the computer system

TECHNICAL EDUCATION

- **MBA- Master of Business Administration (Finance)**
University: Bharathidasan University, Trichy, Tamil Nadu, India
Duration: 2015-2017
- **B.com- Bachelor of Commerce**
University: Bharathidasan University, Tamil Nadu, India
Duration: 2012-2015
- **ADCAA-ADVANCED DIPLOMA IN COMPUTER APPLICATIONS WITH ARABIC**
University: Bharathidasan University, Tamil Nadu, India
Duration: 2014-2015

ACADEMIC EDUCATION

- **Higher Secondary School:**
SI (B.M.S.) higher secondary School, Tamil Nadu, India.
Duration:2010-2012

CERTIFICATIONS & COURSES

- Computer Hardware -Thanjavur- Tamilnadu, India.
- Tally-CSC institution -Papanasam- Tamilnadu, India.

INTER PERSONAL SKILLS

- Self-confident
- Innovative thinking Capability
- Good Communicator
- Good Team Work
- Decision Maker
- Adaptable to any kind of environment

DECLARATION

I hereby, declare that above all of the information is true to the best of my knowledge and belief.

Your's Truly:
M.Mohamed Umair