



MUHAMMED JIFRI M K

CERTIFICATE IN ACCOUNTANT AND OFFICE MANAGEMENT

Advanced Diploma in corporate Accounts Management with sap

School of corporate accounts, Cochin Kerala Reg. No:-**CAOT**
16/19/572

We

PERSONAL INFORMATIONS

Name: **MUHAMMED JIFRI**
Age: **22**
Nationality: **Indian**
Passport No: **S6712240**
Visa status: **Visiting visa**
DOB: **30/04/1997**
Marital Status: **Single**
Notice period: **Immediate**

CONTACT INFORMATION

Address:-
Dubai, Al Nahda

Mobile:-
+971 558529594

Mail ID:-
Jiffjifri007@gmail.com

Social media

LinkedIn ID:-
Jifri muhammed

LANGUAGES KNOWN

English - Excellent
Hindi - Excellent
Arabic - Read and Write
Malayalam - Excellent
Tamil - Excellent

Objective

To work in a challenging & growth-oriented environment by utilizing my knowledge in accounts and my workaholic nature to have a better result.

Academic Chronicle

- **Advanced Diploma in Corporate Accounts Management With SAP**
- **B.com- Cooperation** Calicut University (Completed)
- **Plus Two- Commerce** Board of HSE Kerala
- **SSLC** Board of Kerala

Software knowledge:

- Proficiency in Latest ERP Packages SAP FI/CO and Business one.
- Tally, Peachtree & Quick Books
- Proficient Knowledge in M.S Office
- Windows
- MARG ERP9+

Work Experience

UAE: - 6 Month Accountant (**JAN 2020-PRESENT**)
TONY & GUY COSMETICS (INDIA) As Asst Accounts 2019/2020

Responsibilities: -

- Documents financial transactions by entering account details
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures
- Maintains financial security by following internal controls.
- Provided management job cost reports using percentage of completion method.
- Produced monthly financial statements for the Condominium Homeowners Associations.

Strengths & Skills Set:

- Dynamic Team Player and hard worker.
- Computer Skills & Data Entry operator
- Adaptable to any work load
- Handling High Pressure Situation
- Quick learner.
- Repeated research for improving self-abilities.
- Punctual & Sincere

Co-Curricular Activities

- Social works.
- Football Player

Declaration:

I hereby declare that the above-mentioned information is true and correct, and I bear the responsibility for the correctness of the above-mentioned.

MUHAMMED JIFRI M K