



OBJECTIVE:

To render quality service to the company that meets my experience and qualification.

MUHAMMED C

Contact

Phone:

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Passport No: M0880799

Skills

- Hardworking, excellent organizational and interpersonal skills.
- Can work efficiently in a group as well as individual
- Knowledge in MS Office
- Knowledge in UAE VAT system.
- Tally
- Peachtree
- Quick books

Languages

- English
- Malayalam
- Hindi

Professional Summary

Under direction, performs a variety of professional accounting duties involved complete financial transaction, records, reports and daily operations of inventory management.

Experience

Assistant Accountant – ABC Mercantile (Aug 2019 to Aug 2021)

- Assisting senior Accountant.
- Managing daily accounting activities.
- Accurately updating all data into computer and manual recording systems.
- Payment collection from the clients.
- Checking inventory movement.
- Reconciling bank statement.

Tally Internship Trainee – Spectrum Computers (Aug 2017 to Jan 2019)

- Accounting data entry.
- Preparing payable and receivable list.
- Follow up with the customers.

Education

- **Bachelor of Commerce: Annamalai University.**
- **Higher Secondary Education: Commerce – Kerala HSE**

Declaration

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

Reference

References available on request