

# CURRICULUM VITAE



**JAISAL**  
Mussaffah,  
Abu Dhabi,  
UAE.

**Mob: 00971 524741614**

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## PERSONAL DETAILS:

**Date of Birth**  
01-06-1994

**Marital Status**  
Single

**Nationality**  
Indian

**Permanent address**  
[Mussaffah, M 9](#)  
[Abu Dhabi,](#)  
UAE.  
Mobile: +971 524741614



## Career Objective:

Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, Innovative and flexible thereby providing value addition to the organizational goals.

## Personal Attributes:

- **B. Com** from Calicut University
- **Higher Secondary Examination (Plus Two)**
- Having good Communication and Presentation skills.
- Highly proficient in computer including Accounting Software Peach Tree, Tally, QuickBooks, and MS Office.
- Dedicated, hardworking and result oriented.
- Presentation and public speaking skills.
- Willing to accept responsibilities and focused approach to work.
- Sincerity, hard working mentality and self confident.

## Academic Credentials:

	University/ Board of Examination	Status
<b>B. Com</b>	Calicut University	pass
<b>Higher Secondary Examination</b>	H S E From board of higher secondary examination kerala	pass
<b>SSLC</b>	Central Education Department Of Kerala	pass

## Technical Credentials and other Achievements:

- ☐ **Valid UAE driving license:** 2495462
- ☐ **Software Package :** MS-office -2000, 2003, 2007.
- ☐ **Operating System :** Windows-2000, XP, 7,8
- ☐ **Accounting Software:** Tally, Peachtree, QuickBooks,

- ❑ **Nationality** : Indian
- ❑ **Passport No** : M7754809
- ❑ **Visa Type** : Job Visa
- ❑ **Validity** : 01-04-2015 to 31-3-2025

## Work Experience

- **SHEFA TRADING COMPANY KLINGSPOR**

Idoor sale executive & accounting klingspor outlet ABU DHABI from march 1<sup>st</sup> 2020 to till today

- **ARAB TOWER INTER NATIONAL TRADING CO.**

Accountant and sales in building materials **ARAB TOWER INTER NATIONAL TRADING**  
from july 1<sup>st</sup> 2018 – FEB 25<sup>TH</sup> 2020

- **SUPER TOOLS**

Accountant and counter sales in building materials **super tools trading company** abudhabi 22 –  
6 – 2016 to 22-6-2018

- **SN ASSOCIATES TAX CONSULTANT**

Accountant in SN associates –Kerala INDIA from JAN 2015 to MAY 2016.

- Achievements of sales targets & business development
- To identify customer needs per segment and propose products and services
- Report to management regarding the finances of establishment.
- Establish tables of accounts, and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Documents financial transactions by entering account information
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Well knowledge about all building materials and hardware
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## Languages Known:

Languages	Read	Write	Speak
ENGLISH	Y	Y	Y
HINDI	Y	Y	Y
MALAYALAM	Y	Y	Y
ARABIC			Y
TAMIL			Y

## Declaration

*I hereby declare that the details furnished above true to the best of my  
Knowledge and belief*

**JAISAL**