

MOHAMMED UMAIR A.K

United Arab Emirates
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Career Objective:

Seeking a challenging position in an organisation, make use of my competencies and grow along with my team and the organization .Any job, which provides a platform for this and an opportunity in a competitive, highly motivated and skilled environment is my goal.

Summary:

- **1 Year in field of Accounting and Finance & Accounting. In India**
- Well-rounded interpersonal and communication skills
- Goal- oriented, hardworking and team- oriented.
- Flexible to fresh concepts and responsibilities.

Career Experience

- **APS MOBILE ACCESSORRIES DUBAI , UAE (since August 2018 to present)**
- **ACCOUNTANT AT AMAZON KERALA,INDIA (Feb 2017 to Jan 2018)**

Job Profile:

- Preparation of monthly Cash flow Statement and monitoring on revenues and expenditures.
- Involved in providing full commentary reports and analysis of company's financial budget and forecasts.
- Account Receivable and Payable Management.
- Petty cash Management, fund transferring and all bank related works.
- Handling the company sub-contractors and posting the journal entries.
- Payroll Management. (Calculating Salary, OT, HOT and Commission).
- Calculating the Employees Leave Salary, Gratuity and Final Settlement.
- Assisting in Company finalization works.

PROFESSIONAL QUALIFICATIONS

- **Master of Business Administration (MBA)**
Madurai Kamaraj University, India.
- **Bachelor of Commerce (B. Com.)**
CV RAMA University, India.
- **Higher Secondary Education (HSE.)**
Kerala State Higher Secondary Board, India.

- **SSLC**
Kerala State Secondary Board.

TRAINING

- **HR Training**
- **HR Training- General**

I.T. SKILLS

- Hands on experience **in Microsoft Office** applications including Word, Excel and PowerPoint
- Complete practical & theoretical knowledge of accounting software Tally ERP Versions
- Computerized Financial Accounting (Tally, PeachTree.etc...)
- Good working Knowledge of Microsoft Windows.
- Proficiency and experience in computer skills for data entry and sound knowledge of software Like **Tally, Peachtree, MS Excel, Quick Books.**
- Confident and effective user of **Social Media**: Facebook and WhatSapp etc....

PERSONAL DETAILS

Nationality : Indian

Date of Birth : 6th August, 1992

Visa Type : Work visa

Area of Interest : Accounting and Costing, Financial accounting & Management accounting

Languages Known:

- English
- Hindi
- Malayalam

DECLARATION

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief and in the event

Place : Dubai

MOHAMMED UMAIR A.K