



MUHAMMED SAJEER

ACCOUNTANT

PROFESSIONAL SUMMARY

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions. Detail-oriented and methodical with excellent mathematical skills, GAAP expertise and IFRS knowledge.

CONTACT INFO

muhammedsajeer60@gmail.com
+971 563894490
Dubai investment park-1,
Jabal ali, Dubai

CORE COMPETENCIES

- Bank reconciliations and balancing
- A/P and A/R reconciliations
- Effective time management
- Report generation and statistics
- Account reconciliation
- E-commerce Account reconciliation
- Payment processing
- Book keeping

SOFTWARE SKILLS

- SAP HANA
- TALLY ERP
- MS OFFICE

DRIVING LICENSE

U.A.E Driving License (Light M/T & A/T) –
Issue 28/11/2021

LANGUAGES

- English
- Malayalam
- Hindi

EXPERIENCE

Accounts Executive

Western international group

OCT 2019 – PRESENT

- Maintenance of Basic Accounts
- Preparing accounts in SAP
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Used Sap accounting software to perform book keeping, invoicing and bank reconciliations.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Bank Statement Reconciliation.
- Customer statement reconciliation (UAE, Oman, KSA).
- Prepare for and coordinate internal and external audit processes.
- E-commerce accounts reconciliation.
- Petty cash management and make payment entries.
- Make sales order as per customer request.
- preparing daily sales report

EDUCATION

MASTER OF COMMERCE

| University of calicut 2016–2018
2.65/4 GPA

BACHELOR OF COMMERCE

| University of calicut 2013–2016
3.01/4 GPA

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.