

**NAME** : MOHAMED MUHAJIR .S  
**Mobile no** : +971 503266193  
**Email** : [mohamedmuhajir.mm@gmail.com](mailto:mohamedmuhajir.mm@gmail.com).



**Area of Interest:**

**Administration**

**Assistant Human Resource Management**

**Assistant Accounting & Finance Management &**

where extensive experience will be further developed and utilized.

**Career Profile:**

- Detail-oriented, efficient and organized professional with extensive experience in service coordination & cashier handling & accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.

**Educational Profile:**

- ❑ **Bachelor Of Commerce in Commerce (B.com General)** from The New College (AUTONOMOUS) in Chennai, India **(2017-2020)**
- ❑ **Honours Diploma in Computer application (HDCA)** from Computer Software centre (CSC) IN ARANTHANGI.(2020)
- ❑ **H.S.C from Board of Higher Education**, Islamiah Matric Hr Sec School, kilakarai, India.
- ❑ **S.S.C from Board of Secondary Education**, Islamiah Matric Hr Sec School, kilakarai, India.

**Carrier Profile in India:**

**DURATION** : 2020 -2021,  
**M/S** : PKP AKBAR JEWELLERY SHOWROOM,  
**Designation** : Asst. Accountant, Cashier.

**JOB RESPONSIBILITIES:**

- ❑ Coordinate with purchasing departments.
- ❑ Create a inventory paper in daily basis.
- ❑ Reconfirm purchase price against the seller's price list with the vendors.
- ❑ Cost Clerk work closely with accounts payable clerks to ensure that invoices are coded correctly.
- ❑ Coordinate with the showroom for new designing jewellery.
- ❑ Preparation of Performa & tax invoices.
- ❑ Ensure all materials and labour resources used are posted to each and every job card.
- ❑ Preparation of daily statement on daily basis.

- ❑ Checking workshop consumables and office requirements and arranging it on timely manner.
- ❑ Assisting Front office and service advisor in Receiving and delivery of the product.
- ❑ Assisting cashiers need / performing cash desk and posting cheques in the system.

### **Specialization:**

- ❑ Excellent in **MS EXCEL** .
- ❑ Prioritize invoices according to cash discount potential and payment terms.
- ❑ Process cheque requests.
- ❑ Match invoices to cheques, obtain all signatures for cheques and distribute cheques accordingly.
- ❑ Assist in month end closing.
- ❑ Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- ❑ Specialization in Microsoft Office

### **Computer Knowledge:**

- ❑ **Microsoft Office**
- ❑ **Tally ERP 9**
- ❑ **Adobe photoshop**

### **Personal Details:**

- ❑ Fathers Name : SAHIDEEN
- ❑ Date of Birth : 11 October 1999
- ❑ Nationality : Indian
- ❑ Religion : Muslim
- ❑ Language : English and Tamil
- ❑ Visa status : visit visa (until up to 28/12/2021)

### **Declaration:**

I here by declare that the above information is correct and true to the best of my knowledge and belief.

PLACE : Dubai

Yours's Faithfully,  
(Mohamed Muhajir.s)