

A.MOHAMED ADAMSHA

Experience

AL KHUBAIZI MOTOR CYCLES AS ACCOUNTANT 2022- PRESENT

- ❑ Processed company documentation, such as invoices and payment checks.
- ❑ Completed the general ledger with payroll entries.
- ❑ Assisted tax accountants in preparing tax returns and financial statements.
- ❑ Prepared invoices, expense reports, and payment memos.
- ❑ Ensured good information workflow between tax preparers and management.

NILGIRIS SUPERMARKET AS ACCOUNTANT 2018-2022

- ❑ Preparing accounts and tax returns.
- ❑ Monitoring spending and budgets.
- ❑ Auditing and analyzing financial performance.
- ❑ Financial forecasting and risk analysis.
- ❑ Advising on how to reduce costs and increase profits.

DAILY LIFE SUPERMARKET AS STORE MANAGER 2015-2018

- ❑ Overall care of staff and their well being
- ❑ Presentation of store and advertising displays
- ❑ Product management, including ordering, receiving, price changes, handling damaged products, and returns.
- ❑ Problem solving, handling unusual circumstances

Educational Qualification:

- Basic of Accounts and Tally Under Institute of Computer Accounts Chennai.
- Post-Graduation MSc (Physics) Under Bharathidasan University from Jamal Mohamed College, Trichy.



Contact

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Career Objective:

To perceive a career in a renowned firm with dedicated efforts and to associate me with an organization that gives me a chance to update my knowledge.

Skills:

- Data Entry
- MS Office
- Tally ERP 9.0
- Account Reconciliation
- Book Keeping
- Calculating Liabilities

Personal Profile:

Father's Name: ABUBACKER SIDDIQ.A

Gender: Male.

Date of Birth: 07th April 1991.

Nationality: Indian.

Language Known: English, Tamil, Malayalam, Hindi.

Passport NO: M4569192