

A.MOHAMED ADAMSHA

SUMMARY:

Experienced accountant and store sales representative with over 5 years of experience in reconciliation, financial analysis, and budgeting. Skilled in Tally Erp, financial software, and Excel.

Experience:

AL KHUBAIZI MOTOR CYCLES AS ACCOUNTANT 2022- PRESENT

- ▮ Maintained and Verifying company documentation, such as invoices and payment checks.
- ▮ Completing the general ledger with payroll entries.
- ▮ Assisting tax accountants in preparing tax returns and financial statements.
- ▮ Preparing invoices, expense reports, and payment memos.
- ▮ Developed and maintained strong relationships with key customers.
- ▮ Conducted product demonstrations and presentations to potential customers.

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.
- ▮ Developed and maintained relationships with key vendors and suppliers.



Contact:

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Skills:

- MS Office.
- Tally ERP 9.0.
- Account Reconciliation.
- Book Keeping.
- Calculating Asset and Liabilities.

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.

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: Y4378727

Driving License: UAE, INDIA