



MUHAMMED AJMAL

ACCOUNTANT

Al Nahda, Sharjah, United Arab Emirates

Email: Mohdajmal1058@gmail.com

Tel: +971 521447401

CAREER OBJECTIVE:

Dedicated and highly motivated Accountant with hands experience in financial reporting, bookkeeping, and account reconciliation also Proficient in using accounting software and tools, with a strong understanding of accounting principles and practices. Excellent communication skills and a team player committed to contributing to organizational success.

EDUCATION:

❖ Master of Business Administration-Finance (2024 – Present)

Rabindranath Tagore University, India

❖ Bachelor of Commerce (2017 – 2020)

Kannur University, India

❖ Higher Secondary (2015 – 2017)

Director of Kerala Higher Secondary Education, India

PROFESSIONAL EXPERIENCE

City Properties Real Estate, UAE (Oct 2022 - Nov 2024)

Junior Accountant

- Maintain accurate and up-to-date records of all financial transactions.
- Monitoring and managing of various accounts such as Trade Receivables, Payables and Revenue Accounts.
- Prepare and maintain bank and general ledger account reconciliations and investigate variances for correction.
- Preparation and filing of VAT returns of companies as well as individuals on timely basis.
- Monitoring and verifying of Utility Payments monthly and quarterly.
- Property Management of Landlord apartments, villas and Labor camp accommodation.
- Preparing monthly and yearly property's Report for Landlords as well as income and Expenses Report.
- Handling Petty cash Transactions, verifying of bills and preparation of monthly report and submitting o the management.
- Managing accounts for Group of Companies and timely reconciliation of Intercompany transactions.
- Responsible for the monitoring of PDC's, Tenancy Contracts and Notices for tenants.
- Responsible for the preparation of cheques, Processing of Invoices and Settlements of Landlords
- Responsible for the Monitoring of Outstanding balances of every Units and properties.
- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
- Assisting internal and external auditors by providing necessary documentation and responding to audit inquiries.
- Support the senior department in the preparation of financial statements and reports.

Safiya Lights Building Materials Trading, India (Jan 2022 - Sept 2022)

Cashier cum Billing Executive and Assistant Accountant

- Recording all financial transactions, including sales, purchases, payments, and receipts, in the company's accounting software or ledgers.
- Assisting customers with inquiries, addressing complaints and providing information about the product and services.
- Generating and issuing invoices to customers for wholesale transactions.
- Updating and maintaining customer account information, including outstanding balances, credit limits, and payment histories.
- Preparing and providing customers with detailed invoices and receipts for wholesale transactions, ensuring all items and prices are correctly listed.
- Working closely with the sales team to verify product quantities, pricing, and customer orders before processing payments.
- Processing refunds and exchanges in line with company policies.
- Monitoring and verifying the cash register at the end of each day or shift, ensuring accuracy between recorded transactions and physical cash.

TECHNICAL SKILLS

- Oracle
- Microsoft Office (Excel, Word & Power Point)
- Microsoft Outlook
- Quick Books
- Sage 50 Peachtree
- Tally Prime

PERSONAL SKILLS

- Active listening
- Teamwork and Collaboration
- Problem solving skill
- Empathy and compassion
- Time management
- Consistency and Patience

LICENSES & CERTIFICATIONS

- Diploma in Indian and Foreign Accounting.
- Microsoft Office Specialist.
- International association of Book Keepers.
- UAE Driving License.

PERSONAL DETAILS

- Nationality: Indian
- Marital Status: Unmarried
- Passport: N5850614
- Visa Status: Employment Visa
- Driving License: UAE, India

LANGUAGES

English, Hindi, Arabic, Malayalam, Tamil

DECLARATION

I promise that the above-mentioned details are true to best of my knowledge. If I am given a chance to work in your esteemed organization, I will discharge my duty to your satisfaction.