

ALI IBIN MUHAMMED



CONTACT

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- 📍 Abu Dhabi - UAE

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

TECHNICAL SKILLS

- Software known
 - TALLY Prime & ERP 9
 - MS Excel
 - MS Word
 - Outlook
 - Power point
- Operating system
 - Windows (7,8,10,11)

LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam

KEY SKILLS

- Team Work
- Communication
- Work Ethic
- Organization Skill
- Time Management
- Hard working
- Punctual

CAREER OBJECTIVES

Self-motivated accounting professional with strong mathematical & analytical skills, problem solving, team building detail-oriented and procedure implementation. Equally effective at relationship building, discreet and ethical and knowledge in all aspects of day-to-day accounting operations.

WORK EXPERIENCE

REAL MARKETING | Feb 2023 – Jan 2024

ASSISTANT ACCOUNTANT

Key responsibilities: -

- Post and process journal entries to ensure all business transaction are recorded
- Controlling accounting and inventory management
- Analyze current and past financial data
- Branch petty cash managements
- Inventory management (Purchase, PO creation, Credit sales, etc..)
- Update accounts receivable and issue invoices
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closing
- Process online banking check and payment for suppliers
- Booking and Entering purchase invoices in the system for all entries
- Supporting the finance team during the annual audits
- Update accounts payable and perform reconciliation

ACADEMIC QUALIFICATION

- **DCMCA**
(Diploma Certification in Manual and Computerized Accounting) Apr 2022 – Dec 2022
- **B.COM COMPUTER APPLICATION**
(University of Calicut) Jun 2019 – Mar 2022
- **Diploma in Basic Computer Course**
2017 – 2018

PERSONAL INFORMATIONS

Passport No : U6901931
Nationality : India
Date of Birth :16-11-1998
Marital Status : Single

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ALI IBIN MUHAMMED MC