



Contact

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Email

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Address

Al Rigga, Dubai-UAE.

Visa Status

Visit Visa

Education

2015 - 2018

Bachelor of Commerce

M.I.E.T College of Arts & Science,
Trichy- India
Affiliated with Bharathidasan
University

Expertise

- Tally ERP 9
- MS Excel
- MS Word
- E-book

Language

English - Intermediate

Hindi - Beginner

Tamil - Native

Malayalam - Beginner

Ahamed Thameem

Accountant | Cashier | Admin

Motivated and detail-oriented accounting professional with a strong interest in building a solid career foundation in finance and administration. Skilled in managing daily cash operations, handling administrative tasks, and maintaining accurate financial records. Systematic, well-organized, and quick to adapt, with a commitment to supporting business operations efficiently and effectively. Seeking an opportunity to contribute to a growing organization while continuing to develop professionally in accounting, cashiering, and administrative roles.

Experience

Dec 2022 - Mar 2025

SALAMATH BOOK HOUSE, Chennai- India.

Accounts Assistant & Admin Cum Customer Support

- Prepared financial statements, including balance sheets, income statements, and cash flow reports; supported month-end/year-end closing, GST tax returns, and e-Way bill processing.
- Maintained accounts receivable and payable, processed invoices and expense reports, and ensured timely follow-ups and accurate financial tracking.
- Handled general ledger entries, regular account reconciliations, and maintained accurate monthly billing and bookkeeping records.
- Conducted daily bank reconciliations and managed bank deposit statements efficiently.
- Managed administrative tasks such as utility payments (telephone, internet, electricity), ensuring timely processing and cost control.
- Streamlined financial processes and collaborated with the team to enhance operational efficiency.
- Provided professional customer service through calls and WhatsApp; managed relationships and resolved complaints effectively to ensure satisfaction.

Dec 2021 - Aug 2022

AALIYA MART & TRADERS, Thanjavur - India.

Accountant cum Cashier

- Assisted with daily accounting operations and maintained financial records.
- Processed supplier and vendor invoices accurately and on time.
- Verified supporting documents and obtained required approvals before issuing cheques.
- Responded to internal and external inquiries related to monthly financial reports.
- Prepared bank deposit statements and ensured timely reconciliation of accounts.
- Posted journal entries and managed general ledger accounts.
- Provided front-desk support and attended to walk-in customer queries.
- Monitored petty cash and maintained proper cash handling procedures.
- Supported month-end closing activities and assisted in preparing financial summaries.

Apr 2020 - Nov 2020

Thanjai Restaurant, Dubai - UAE.

Cashier & Assistant Accountant

- Managed daily cash and bank account transactions with accuracy.
- Prepared cheques and ensured proper approvals for all payments (suppliers, utilities, rent, etc.).
- Recorded and reconciled supplier invoices and ensured timely payments.
- Reconciled cash, bank statements, accounts payable, and receivable regularly.
- Maintained accurate daybook entries and updated journal records in the accounting system.
- Organized and maintained files of invoices, payment records, and supporting documents.
- Handled customer inquiries, provided excellent service, and ensured customer satisfaction.
- Supported month-end closing activities and assisted with basic financial reporting.