



# MOHAMED AJMAL

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ABU DHABI

## About Me

I am a versatile professional adept at seamlessly blending administrative prowess with a strong accounting background. With a proven track record in managing administrative functions, including scheduling, correspondence, and office organization. Proficient in handling accounts, financial analysis, and employing meticulous attention to detail, I strive to optimize both administrative processes and financial strategies. My goal is to contribute to a harmonious workflow while maintaining fiscal accuracy and compliance, ultimately supporting the success and growth of the organization.

## EDUCATION

### 2020-2023 BACHELOR OF COMMERCE

Govt. Arts and science college  
mankada- Calicut University

### 2018-2020 COMPUTER COMMERCE

Higher Secondary Education-  
MES higher secondary school

## ADDITIONAL COURSES

### 2014 DIPLOMA IN COMPUTER HARDWARE

IT Campus

### 2023 DIPLOMA IN FINANCIAL ACCOUNTING

Eduwin accounts academy

### 2023 DIPLOMA IN GRAPHIC DESIGNING

Bharat Educational Council

## SKILLS

- Financial Accounting & Reporting
- Administrative Coordination & Support
- Accounts Payable/Receivable Management
- Typing Skill in English & Arabic
- Leadership , Time Management, Organizational, Interpersonal
- Data Entry and Billing

## EXPERIENCE

### ACCOUNTANT

KMM HOSPITAL ,PUTHANPPALY, KERALA

05/2023 - 01-2024

- Directed the financial operations, overseeing accounts payable and receivable functions.
- Led a team in managing ledger entries, bank reconciliations, payroll and the preparation of financial statements.
- Maintenance of general ledger entries
- Execution of financial audits and compliance checks.
- Collaboration with teams to ensure financial accuracy and efficiency
- Preparation and examination of financial records, statements, and reports
- Execution of internal audits to maintain compliance with financial regulations
- Providing accurate and timely financial information for decision-making purposes
- Accurate computation of employee salaries, wages, and overtime payments.

## COMPUTER EXPERIENCE

- MS Office- Word , Excel and Powerpoint
- Microsoft Navision
- Tally prime , peachtree , Hanhopz , Mediclick, & Quickbook
- Adobe photoshop , illustrator, corel Draw
- ULEAD Video Studio , PROSHOW Gold, Premiere , Movie Maker
- Operating System MS Windows Installation
- computer Hardware & Fundamentals

## THEORITICAL KNOWLEDGE

- Management & Bussiness Studies
- E-Commerce strategies
- Information Technologies
- Reserching And Budgeting
- Finance

## PERSONAL INFORMATION

- **Date of Birth** : 15/12/2001
- **Visa Status** :Tourist Visa
- **Marital Status** : Single
- **joining** : Immediately

## LANGUAGE

English



Hindi



Malayalam



Arabic



## DECLARATION

I hereby certify that the above-mentioned informations true to the best of my knowledge and belief.

**Mohamed Ajmal**