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📍 Dubai, Deira United Arab Emirates

SKILLS

Problem Solving
Analytical And Thinking
Detail Oriented
Leadership
Adaptability
Time Management
Handling Pressure

OBJECTIVE

Self Motivated And Experienced Accountant With A Proven Track Record Of Managing Financial Data And Streamlining Accounting Procedure. Looking For A Position When I Can Contribute My Analytical Skills And Dedication To Financial Integrity

EXPERIENCE

ACCOUNTANT 2021 - 2023

VENUS GROCERY MERCHANT SUPERMARKET

- Preparation Of Bank Reconciliation Statement.
- Managing Financial Departments With Responsibility For Budgets, Accounts Payable And Recievables.
- Preparation Of Yearly Financial Forecasting Statement As Part Of Budgeting Purpose.
- Preparation Of Statement For Pre Audit Purpose And Statuary Purposes.
- Keeping Track Of Bills, Vouchers And Other Documents For Future.
- Assisting For The preparation Of Finalization Of Accounts.
- Performing General Office Duties And Administrative Tasks.
- Assisting For The Preparation Of Various Statements / Verification Of Bills For Statutory purpose.

EDUCATION

Masters Of Business Administration 2023

Bharathiar University, Coimbatore

Bachelor Of Business Administration 2020

University Of Calicut

LANGUAGES

English
Tamil
Hindi
Malayalam

PERSONAL DETAILS

Nationality : Indian

Date Of Birth : 12/02/1998

Religion : Muslim

Passport No. : T 4676020

Gender : Male

Marital Status : Single



SOFTWARE SKILLS

TALLY ERP

MS OFFICE

QUICK BOOK