



PROFILE

A highly focused and result oriented Commerce graduate and an experienced Accountant, having **1 Years** of **experience** in Accounts Handling and Management, looking for a suitable opportunity in the field of financial accounting in an organization which would enable me to utilize my skills to contribute to the organization's growth and thereby attaining professional growth in the process.

CONTACT

PHONE:

+971555788246

ADDRESS

Al Qusais 1 Dubai

EMAIL:

mdafraz590@gmail.com

LANGUAGES

| | Read | Write | Speak |
|------------------|------|-------|-------|
| English | ✓ | ✓ | ✓ |
| Kannada | ✓ | ✓ | ✓ |
| Hindi | ✓ | ✓ | ✓ |
| Malayalam | | | ✓ |
| Arabic | ✓ | ✓ | |

PERSONAL DETAILS

Date of Birth: august 19, 1998
Place of Birth: Mangalore, India.
Marital Status: Single

MOHAMMED AFRAZ

Assistant accountant

EDUCATION

- **Bachelor of Commerce from Mahesh College of Commerce & Management (Mangalore University) (2018-2021).**
- **Pre-University from St. Aloysius pre-university college (2014-2016).**
- **Diploma in automobile engineering from western institute of technology (2017-2018)**
- **SSLC from Kerala secondary education examination board (2013-2014)**
- **Completed certificate course in Excel, Tally ERP 9, Peachtree and QuickBooks.**
- **Completed certification course in Peachtree in Oasis Institute Al Nahda Dubai (2023)**

TECHNICAL SKILLS

- Proficiency in multiple MS applications (Word, Excel, Office, PowerPoint, Outlook, Access) - Advanced.
- Experience in office document management (Imaging & Scanning).
- Good knowledge of Tally ERP 9, Peachtree and QuickBooks applications and C++ programming.

WORK EXPERIENCE

Admin assistant/Accounts

Currently working as assistant accountant in DIGILUX SECURITY CONTROL EQUIPMENT TRADING (Sister concern of Securtex ME, FZCO Dubai airport free zone) from November 2022

Performed below roles and responsibilities as :

- Handled daily cash from shops and invoice payment through cash and cheques.
- Handled all the bank duties. (Cheques, Cashdeposits, LTR submission,Vat Filing)
- Released and maintained petty cash expenses.
- Prepared Cash and Cheque Receipts.
- Managed and executed payroll, Billings, and Invoices.
- Maintained cancel and partial cancel bills of every outlet.
- Executed stock checking.
- Prepared stock reports, bank deposit entries.
- Prepared Attendance card of employees.
- Prepared Invoice journal & supplier invoice.
- Prepared Booking and collection entries from the shops.
- Maintained uncollected stock of each outlet every month.
- Maintained postdated cheque entries
- Conducted spot checks of shops periodically & Oversaw physical handover of stock during the counter clerk transition in shop.
- Monitored daily cash deposit of sales collection.
- Managed monthly utility expenses.
- Releasing the payments and preparation of cheque

CORE COMPETENCIES

- Strong interactive skills in personal, written, and verbal communication.
- Productive fast learner and ever willing to take up additional responsibilities.
- Ability to work with a team and independently.

EXTRACURRICULAR ACTIVITIES

- Participated in Inter-School program on effective leadership for students held in Fatima Retreat House.
- A part of scouts and guides in school.
- Participated in various sports activities like Football, Cricket and Athletics.

PASSPORT DETAILS

- Passport Number: T0011083
- Visa Status : Employment Visa
- Visa Expiry : 2 years

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

MOHAMMED AFRAZ