



MOHAMMED AMEERALI

ACCOUNTS ASSISTANT
CASHIER

CONTACT

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Dubai, United Arab Emirates

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EDUCATION

2017 DIPLOMA

Master of Computerised
Professional Accountant

2014 - 2017 BACHELOR OF COMMERCE

University of Calicut

SOFT SKILLS

- Attention to Details
- Organization
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Software Proficiency
- Data Analysis
- Adaptability
- Analytical Skill
- Budgeting and Forecasting
- Accounts Payable and Receivable
- Customer Service

PROFILE

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized, capable of leveraging initiative and resourcefulness to deliver excellence in meeting business objectives.

WORK EXPERIENCE

- Accountant cum Cashier** 11/2019 - 09/2023
Dubai Gate Foodstuff Trading *Abu Dhabi, United Arab Emirates*
 - Responsible for maintaining proper records of receipts and payments.
 - To handle petty cash, payments transfer and expenses Journal Entries.
 - Ensure all cash clearing account are properly reconciled and supported.
 - Preparing and submitting reports to management.
 - Maintain the cash register.
 - Obtain approval to satisfy vendor statements.
 - Prepare and fact-check invoices before sending them to customers.
- Accounts Assistant** 01/2018 - 10/2019
A.M Honda (Honda Motorcycles & Scooters Authorized Dealer) *Kerala, India*
 - Applied Excel function to reports easily.
 - Passing entries for purchase and sales of Motor Vehicles and Spare Parts.
 - Preparing branch wise daily sales and stock report summary.
 - Monthly Inventory verification of vehicles at head office and branches.
 - Reports unit sales figures and overaged vehicle inventory to controller.
 - Prepares invoices, listing items sold and service provided, amounts due and credit terms.
- Accounts Assistant** 05/2017 - 11/2017
Noufal Associates (Educational Institution) *Kerala, India*
 - Handling mail and making phone calls.
 - Prepare monthly management accounts.
 - Assist in maintaining organized and efficient data management processes.
 - Monitoring incoming payments from accounts receivable.
 - Assists on monthly, quarterly, and annual closings of books.
 - Issue of Invoice and Receiving of goods.

- Data Entry
- Billing
- Cash Handling
- Problem Solving
- POS Knowledge
- Flexibility
- Multitasking

IT SKILLS

- MS Excel
- MS Word
- Tally ERP9
- SAP Business One
- QuickBooks
- Peachtree

LANGUAGES

- English
- Arabic
- Malayalam
- Hindi



Billing and Cashier

JamJoom Hypermarket Pvt Ltd

01/2017 - 05/2017

Kerala, India

- Process payments and cashiering duties on POS including cash, check, credit cards & digital systems.
- Count cash at the beginning and end of each shift to ensure accuracy.
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Issue receipts, refunds, change or tickets.
- Greet customers with a friendly and approachable demeanor.
- Address customer inquiries and concerns regarding products, prices, and payment methods.

REFERENCE

References will provide upon request.