



# MOHAMED JASAM

SHARJAH, UNITED ARAB EMIRATES.

BIRTH  
20-03-1995

NATIONALITY  
INDIAN

LANGUAGE  
ENGLISH | HINDI | TAMIL | MALAYALAM

MARITAL STATUS  
MARRIED

VISA STATUS  
TRANSFERABLE

PASSPORT NO  
P3106052

HOBBIES  
MUSIC | TRAVELLING | PERSONALITY DEVELOPMENT

## CONTACT

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## OBJECTIVE

Excellent accounting skills, with experience in focus software as well as tally and dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience to work in a dynamic professional environment with a growing organization and utilize my creativity and innovative thinking for benefit of the organization and myself.

## ACADEMIA

### Bachelor Of Computer Application (B.C.A.,) 2013-2016

Jamal Mohamed College, Trichy, Tamil Nadu, India

Well-experienced and efficient in handling the Accounts, **2.5 years of Experience in Accounting**, where I performed varied kinds of duties that were challenging, and so, gained crucial hands-on job experience.

## PROFESSIONAL EXPERIENCES

### CURRENT ORGANIZATION

#### MESCO MARINE SERVICE LLC, SHARJAH, UAE.

ROLE: ASSISTANT ACCOUNTANT.

PERIOD: SEP 2021 to NOV 2023.

- ❖ Records and check daily cash and credit collections from sales staff.
- ❖ Prepare entry for daily cash deposits.
- ❖ Prepare monthly cash reconciliation report.
- ❖ Maintain book keeping.
- ❖ Preparation of Cash & Credit Invoices, Payments and Receipts.
- ❖ Preparation of CDC and PDC cheques.
- ❖ Monitoring and ensure all invoices are delivered to clients on time.
- ❖ Reconcile the bank statement and the Suppliers statement.
- ❖ Making the payment to the suppliers as per the sales volume.
- ❖ Monitoring Daily Collection of Cash / Cheques and deposit of the same in the bank on time.
- ❖ Handling the Accounts Payable, Accounts receivable and general ledger activities.
- ❖ Managed the accurate reconciliation, ledger entries and reporting of credit card transaction, Analyzes and reconciles the credit card accounts.
- ❖ Prepare the provision entries for the prepaid and accrual expenses.
- ❖ Complete monthly journal entries to ensure accurate accounting.
- ❖ Recording adjusting entries and Finalization of Accounts.
- ❖ Diplomatic and Excellent in Public Relation and Office Administration.

- ❖ Knowledge of VAT Filing.
- ❖ Monthly processing of payroll, Leave payments, Final settlements.
- ❖ Reporting to the Auditor.

## **NEWMISK BUILDING MAINTENANCE, DUBAI, UAE.**

**ROLE: ASSISTANT ACCOUNTANT.**

**PERIOD: APRIL 2021 to SEPTEMBER 2021.**

- ❖ Prepared accurate monthly, quarterly and annual statements.
- ❖ Handling Accounts payable/ Accounts Receivable, reconciliation, general ledger accounting, balancing & cash flow management.
- ❖ Monthly processing of payroll, Leave payments, Final settlements.
- ❖ Monitoring the accounts receivable ageing and do the payment follows up with the clients.
- ❖ Performed bank reconciliation, Expenses accruals/Amortization, reviewing invoices (LPO & Non-LPO based) and disbursement of payments by the CDC /PDC cheque.
- ❖ Responsible for all accounting and bookkeeping function on a daily basis.
- ❖ Controlled daily input of ledger activities and closing of general ledger each month.
- ❖ Handle the complete accounting cycle including opening, posting entries & closing of accounts and preparation of various accounting report.
- ❖ Recording adjusting entries and Finalization of Accounts.
- ❖ Reporting to the managing director.
- ❖ Assisting the PRO for the Company's & Employees Legal Documents.

## **AREAS OF EXPERTISE**

- ❖ Accomplishes the result by performing the duty.
- ❖ Contributes to team effort by accomplishing related results as needed.
- ❖ Performs other accounting tasks as per the management instructions.
- ❖ Monthly analysis of financial statements & reconciliation of balance sheet accounts.
- ❖ Experienced in internal auditing.

## **GENERAL WORK NATURE**

- ❖ Maintain up to date & correct records.
- ❖ Receiving materials from suppliers.
- ❖ Maintain order level of materials.
- ❖ Keep exact record of incoming and outgoing materials.
- ❖ Preparing of delivery notes.
- ❖ Documentation.
- ❖ Preparation of Invoices.
- ❖ Manage Inventory control system.
- ❖ Organizing and supervising.

## **SKILLS**

- ❖ Total **2.5** years of experience as an Accountant and Admin Related Duties.
- ❖ Thorough knowledge and excellent knowledge of modern office practices and procedures
- ❖ Organized source data by sorting information according to established entry procedures.

## TECHNICAL AND PROFESSIONAL SKILLS

- ❖ Efficient in planning and handling various projects, producing reports and spreadsheets, maintaining suppliers records, etc.
- ❖ Expert and competent in diuerent Microsoft packages like MS-Outlook, MS-Excel, MS-Word and other MS-Office SoftwarePackages.

## SOFTWARE KNOWLEDGE

OPERATING SYSTEMS : **Windows10 pro & Windows 7.**  
SOFTWARE APPLICATION : **Tally ERP 9.**

## DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge & belief.

MOHAMED JASAM