



MOHAMMED ABDUL GAFFAR

ACCOUNTANT

CONTACT

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- Airport road Al shaeb building
Abu Dhabi
- Passport number: U4912863
- Nationality : India

EDUCATION

2019 - 2022

NAWAB SHAH ALAM COLLEGE

Bachelor of Technology

2012 - 2014

GOWTHAM JUNIOR COLLEGE

- M.P.C (Mathematic, Physics, Chemistry)
- GPA: 4.9/ 10.0

SKILLS

- Proficient in Tally ERP9, GCC
- VAT and Microsoft Excel.
- Decision-making and teamwork.
- Problem solving.
- Strong time management and Critical thinking.
- Mathematical skills
- Customer service expertise
- with a focus on accuracy.
- Typing speed: 35 words per minutes.

LANGUAGES

- English (Fluent)
- Hindi (Native)

PROFILE

Highly motivated and detail-oriented accounting graduate (Bachelor of Technology) with expertise in Tally ERP9, GCC VAT, and advanced Microsoft Excel skills. Possess strong problem-solving, multitasking, and communication abilities and a strong work ethic. Eager to contribute to a progressive organization by leveraging skills in accounting and customer service to drive career growth

WORK EXPERIENCE

IITG Infotech

OCTOBER 2023 - NOVEMBER 2024

Accountant

Worked as Accountant and maintain general accounting for IITG Infotech where my job was to handle Cash counter and accounting related procedures and on same time involving in a day-to-day operation for the smooth work. Some of my job's responsibilities are described Below

- Managed Accountant and cash counter procedures.
- Handled customer transactions via cash registers.
- Ensured accurate pricing and Processed payments (cash/card).
- Issued receipts, refunds, and managed bill receivables/payables.
- Prepared order sheets and maintained inventory accuracy.
- Recorded purchase/sale entries and reconciled transactions.
- Monitored and Managed petty cash expenses.

REFERENCE

Available upon request