



MOHAMMED IJAS

ACCOUNTANT

PERSONAL DETAILS

 +971544951949
 mohammedijas959@gmail.com
Address Dubai, UAE
Nationality Indian
D.O.B 07-12-1999
Marital Status Single
Gender Male
Visa Status Visit Visa

KEY SKILLS

Analytical Skill

Reconciliations

Payables & Receivables

Payroll

Excellent Interpersonal

Variance Analysis

Cash Flow

Financial Statements

Attention to details

Time Management

Risk Assessment

Communication

CAREER OBJECTIVE

Dedicated and skilled accounting assistant adept in providing optimal administrative assistance to accounting departments. Committed to serving as an efficient problem solver and enthusiastic team member. Thrives in fast-paced environments handling numerous deadlines and project while ensuring high quality execution. Excellent communicator, presenter and works well with individuals at all level of corporation. Out of the box thinker with the ability to integrate technology and the best practices to increase accuracy and efficient of accounting practices

EDUCATIONS

2021 BACHELOR OF COMMERCE
MS University Kerala, India

2018 PLUS TWO
VKP higher secondary School Tamil Nadu, India

CLINICAL EXPERIENCE

❖ **ASSISTANT ACCOUNTANT Dec 2021-Dec 2023**
ALMADINA HYPERMARKET Dubai, UAE

- Providing support to the Accounting Department.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.
- Preparation and submission of VAT returns on quarterly basis.
- Preparation of daily report regarding sales, local purchase and inflow & out flow of cash.
- Updating accounts payable and perform reconciliations
- Preparation of cash flow statement.
- Assist senior accountants in the preparation of monthly/yearly closings
- Checking & verification of Purchase quotations & sales orders.
- Handling petty cash and other day to day affairs.
- Analyzing financial records to identify errors and discrepancies.
- Entering clients' transactional data into the appropriate accounting program.
- Backing up all office and client records to prevent loss of data.

LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Tamil

COMPUTER SKILLS

- ❖ MS Word
- ❖ MS Excel
- ❖ MS Power Point
- ❖ Gravity
- ❖ Excel
- ❖ Tally ERP

PASSPORT DETAILS

Passport No	U8422723
Date of Issue	05/11/2020
Date of Expiry	04/11/2030
Place of Issue	Trivandrum

❖ ACCOUNTANT Apr 2021- Oct 2021
MODERN AGENCY, INDIA

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned information

MOHAMMED IJAS