



MOHAMMED ASIF

-  asipu999@gmail.com
-  +971 504660792
-  Dubai , UAE
-  UAE Valid Driving License
-  Visit Visa

PERSONAL DOSSIER

- ♦ Gender : Male
- ♦ Date of birth : 03/01/2001
- ♦ Nationality : INDIAN
- ♦ Passport no : T4201021

HOBBIES

- ♦ Interacting with people
- ♦ making lot of friends
- ♦ Researching about future

COMPUTER SKILLS

- ♦ Microsoft Excel
- ♦ Microsoft Word
- ♦ Microsoft Presentation
- ♦ TALLY

RELEVANT SKILLS

- ♦ Auditing, Bank reconciliation
- ♦ Financial Analysis
- ♦ QuickBooks, Tally, Excel
- ♦ Account receivable , payable
- ♦ Tax Preparation and Compliance

LANGUAGES

- ♦ English
- ♦ Malayalam
- ♦ Hindi

SUMMARY

Detail-oriented Accountant with over 4 years of experience in financial reporting, budgeting, and auditing. Skilled in managing financial operations, ensuring compliance, and enhancing business performance. Proficient in accounting software such as [relevant software, e.g., QuickBooks, Tally, Excel]. Strong analytical abilities with a record of improving financial processes. Seeking to leverage expertise in a dynamic accounting role across various industries.

EXPERIENCE

Outdoor sales with Uae Driving License

may 2024 - sept 2024

- Managed delivery of goods to customer loaction in an efficient and time manner.
- Developed expertise in customer relationship management while delivery products to client

AL Qudwa Electronics LLC, Dubai - UAE

Accountant Cum Outdoor Sales

May 2022 –March 2024

- Maintains relationships with client by providing support, information, and guidance, Monitor all sales and purchase invoices.
- Keeping all accounts up to date and producing P&L, Balance sheet, and monthly report.

PS Trading, Kerala - INDIA

Accountant Cum Sales

Apr 2020 - Apr 2021

- Processed payroll and handled employee expense reimbursements.
- Assisted in the annual audit process, providing necessary documentation. Take stock of inventory, manage the store layout.
- Developed and maintained effective working relationships with internal and external stakeholders.

Manesh Associates, Kerala - INDIA

Junior Accountant Feb

2019 - Feb 2020

- Conducted internal audits and coordinated with external auditors to ensure regulatory compliance.
- Implemented process improvements that increased efficiency and accuracy of financial reporting.

EDUCATION HISTORY



Certified Professional Accountant

Professional school of accounting

DECLARATION

I hereby declare that the details furnished above are true and correct. Personal and other document references will be provided upon request.

MOHAMMED ASIF