



MUHAMMED AMEEN

ACCOUNTS AND FINANCE

E-MAIL : MUHAMMEDAMEEN935@GMAIL.COM PHONE : +971 569517380
HTTPS://WWW.LINKEDIN.COM/IN/MUHAMMED-AMEEN-72AA7020B

WORK EXPERIENCE

ACCOUNTANT ASSISTANT

NESTO GROUP OF COMPANIES UAE (WESTERN INTERNATIONAL)

JULAY 2021-PRESENT

JOB DESCRIPTION

- Reconcile accounts payable as well as receivable.
- Prepare, analyse, and prepare monthly reports. financial statements and other records, petty cash books,
- Maintaining accounts and records under UAE VAT.
- Maintaining accurate financial records.
- Creating and updating expense report.
- Preparation of monthly reports.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Creating LPO, issuing invoices and coordinating.
- Assisting overseas purchase and assisting in verifying inventory.
- Performed administrative tasks.
- Using accepted accounting and statistical procedures to assess financial conditions and facilitate financial planning.

ACCOUNTANT

ARRIVALS MEN'S APPAREL, KERALA, 679328

JAN 2020 - APR 2021

JOB DESCRIPTION

- Accounts payable
- Managed daily financial records, costing programs, and systems for accuracy.
- Maintaining accurate financial records
- Coordinated cost absorption in inventory valuation and prepared fixed asset register for the company.
- Handling and recording cash and credit transactions.
- Presented VA and recommended improvements, account reconciliations, and budget comparisons.
- Accumulated the overhead costs as required by applying accounting principles.
- Performed administrative tasks.
-

CAREER OBJECTIVE

To work in firm with professional work driven environment where I can utilize. To sharpen the skills and proficiencies associated with accounting and develop a favorable advancement in this accounting professional sector, thereby providing value addition to the organizational goals as well as to the nation.

EDUCATION

- **DIPLOMA BANKING AND ACCOUNTING**
DDU-GKY GOVERNMENT OF INDIA
TECHNOWAVE MANJERI 2022
- **BACHELOR OF BUSINESS ADMINISTRATION (HR)**
CALICUT UNIVERSITY
MARCH 2019
- **HIGHER SECONDARY EDUCATION**
KERALA STATE BOARD 2016
- **HIGH SCHOOL**
KERALA PUBLIC BOARD 2014

LANGUAGES

- **ENGLISH** Speak, Read, Write
- **MALAYALAM** Speak, Read, Write
- **HINDI** Speak, Read, Write
- **TAMIL** Speak
- **ARABIC** Read, Write

PERSONAL DETAILS

- Date of Birth : 14/05/1998
- Father's Name : Ibrahim k
- Mother's Name : Safiya p
- Nationality : Indian
- Religion : Muslim
- Martial Status : Single
- Passport No : T6857138

TECHNICAL SKILLS

- Advanced knowledge of Tally ERP9
- Knowledge about MS OFFICE and its programs, Such as EXCEL, MS WORD...
- SAP
- proficient typing skill
- PS photoshop
- Thorough accounting knowledge

PERSONAL SKILLS

- Best presentation and communication skills and fast learner
- Pleasing personality with a friendly attitude
- Attention to detail and problem-solving skills
- Commercial awareness
- Brilliant grasping power and quick solution maker
- Administrative skill

TRAINING

Graduate Deploma in banking and accounting

- Tally ERP9
- Manual and Computerized accounting
- MS office

DECLARATION

I hereby declare that all the details mentioned above in the resume are correct to the best of my knowledge and belief.
I bear the responsibility of any error and mistake in the data are occur in the future.

CONTACT

EMAIL : MUHAMMEDAMEEN935@GMAIL.COM
MOB : +971 569517380
WHATSAPP : +91 9744688665

[HTTPS://WWW.LINKEDIN.COM/IN/MUHAMMED-AMEEN-72AA7020B](https://www.linkedin.com/in/muhammed-ameen-72aa7020b)

UAE
DUBAI