

RESUME

MOHAMMED NAWAS CM



Mob: +971 526275323

Whatsapp: +971 526275323

E-mail: navasmohammedn6@gmail.com

CAREER OBJECTIVE:

A suitable position in **Accounts, Administration or Any suitable** with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

ACADAMIC PROFILE:

- Ace Global Certified Practical Accounts & Business Management. 2021,22
- Plus Two Commerce from Kerala State Higher Secondary Examination Board. 2020,21
- S.S.L.C From Kerala State Secondary Examination Board. 2019,20

WORK EXPERIENCE:

Organization : Two year Worked as Malabar Trading Company

Location : Kerala

Nature of Work : Manual and computerized accounting

JOB PROFILE:

- Control over all Accounting and Financial matters.
- Handling and maintaining Accounts up Finalization.
- All kinds of Bank Transactions.
- Maintaining Purchase & Sales including Stock Register.
- Checking and verifying of sales & purchase invoices of different Companies.
- Preparing payment Vouchers, receipt vouchers.
- Posting to ledger accounts, banking transactions control.
- Maintaining Books of Accounts of different companies.
- Preparation of Financial Statements as and when Management required.
- Preparation of Final Accounts of different Companies.

COMPUTER KNOWLEDGE:

- **Ace Global Certified Practical Accounts & Business Management.**
- ATT Taxation & Training.

COMPUTER SKILLS

- Tally Prime
- Peachtree
- Quick Book
- Treadeasy
- MS Excel & Word

SKILLS

- Communication Skill
- Time Management
- Management Skill
- Honesty Skill
- Leadership Skill
- Team Work Skill

STRENGTHS & ATTRIBUTES:

Strengths: Excellent communication skills, time Management, leader ship, good listener, team player and self motivated.

Attributes: Honest and hard working, friendly, quick learner and solving problems.

PERSONAL DETAILS:

Date of Birth	:	05-03-2003
Father's Name	:	Moideen kunhi
Religion /Caste	:	Islam / Mappila
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English & Malayalam

Permanent Address : Sharjah, maliha

PASSPORT DETAILS:

Passport Number : W3393062
Date of Issue : 26/08/2022
Date of Expiry : 25/08/2032
Place of Issue : Kozhikode

DECLARATION:

I hereby declare that all the statement made in the applications are true and complete to the best of my knowledge and belief. I have not suppressed any information. I understand that Head of Office/ Department can take action against me if I am found guilty of any type of misconduct/ suppression of any information are mentioned above.

Place: Sharjah

(MOHAMMED NAWAS CM)