

MOHAMMED MARJAN AT

Accountant & SAP FICO Certified Associate

+971 557303194

Muhammedmarjan321@gmail.com

Dubai, UAE

CAREER PROFILE

- Proficient in QuickBooks, SAP Basic Accounting, Tally ERP 9, Workstair
- Strong command of **MS Office** and **SAP-FICO**
- Adept at managing client inquiries, coordinating schedules, and ensuring seamless communication between clients and service teams.
- Dedicated to understanding client requirements and delivering customized solutions that drive customer loyalty and business growth.

PROFESSIONAL EXPERIENCE

OPERATIONS COORDINATOR (Assistant)

MAZMO Environmental Services, Dubai

It is a well-established services company specializing in efficient cleaning and disinfection service. licensed by Dubai municipality and considered amongst the best service providers in UAE.

- Supervised and coordinated teams, ensuring optimal training and equipment to uphold the highest quality standards in cleaning and disinfection services.
- Efficiently scheduled services based on client requirements, maximizing resource utilization and enhancing service delivery.
- Implemented and monitored robust quality control measures, guaranteeing exceptional standards in service output.
- Resolved operational challenges through effective reporting and documentation practices.
- Prepared detailed spreadsheets and reports to analyze and track various performance metrics.
- Support the sales team by managing schedules, organizing key documents, and communicating necessary information.
- Provide regular reports to management on daily, weekly, and monthly dispatch activities and plans, utilizing basic spreadsheet skills to track and sort financial and non-financial data, and generate reports.

ASSISTANT ACCOUNTANT 2023 – 2024

UBANG Luxury Furniture, India

- Managed daily financial transactions, ensuring accuracy and compliances with accounting principles.
- Assist maintaining ledgers and journal entries for accurate bookkeeping.
- Assisted in preparing financial statements (Balance Sheet, Income Statement, Cash Flow)
- Managed accounts payable and accounts receivable operations
- Conducted basic financial analysis
- Assisted with audits and financial reporting
- Developed skills in accounting software (QuickBooks, Tally)

KEY SKILLS

- MS-Office
- QuickBooks
- Tally
- Data & Reporting
- Problem-Solving
- Teamwork and Collaboration
- AP-Ariba Network
- Workstair
- Supplier & Vendor Management

EDUCATION

Professional Diploma In Financial And Sap accounting (PDIFAS)

Bachelor of Commerce

Kannur University, India

PERSONAL INFORMATION

Date of Birth:	11 July 2002
Nationality:	Indian
Marital Status:	No
Visa Status:	Visit Visa
Languages Known:	English, Malayalam, Hindi