



**Mohammed
Mehroof k m**
ACCOUNTANT CUM CASHIER

mehroofanangoor@gmail.com

971507552991

DEIRA, UAE

TO SEEK RESPONSIBLE AND CHALLENGING POSITION WITHIN A REPUTED ORGANIZATION ON THE FIELD OF ACCOUNTANTS AND ADMINISTRATION AND INVEST ALL MY PROFESSIONAL SKIL, QUALIFICATIONS AND EXPERIENCE TO THE OPTIMUM LEVEL TO FACILITATE CONTINUED CAREER GROWTH AND TO PRODUCE BEST RESULTS FOR THE ORGANIZATION.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION MANGALORE UNIVERSITY

07/2018 - 04/2021

INDIA

HIGHER SECONDARY SCHOOL GMVHSS THALANGAR

06/2016 - 03/2018

INDIA

HIGH SCHOOL TIHSS

2016

INDIA

WORK EXPERIENCE

ASSISTANT ACCOUNTANT NANDILATH G-MART

04/2022 - 01/2023

INDIA

Achievements/Tasks

- Daily updating inventories.
- Generate and submit the report of monthly expense, variances and explanations.
- Used accounting software to issue tax returns.
- Accounts Reconciliations.
- Auditing: Statutory and Internal Accounts.
- Taxes: Compliances checking.
- Financial Administration.

ACCOUNTANT CUM CASHIER CITY STAR PHONE TRADING L.L.C

04/2023 - 08/2023

Dubai, UAE

Achievements/Tasks

- Analysed monthly reporting to reconcile production operations & general ledgers.
- Reviewed & processed employee expense reports and vendor invoices for payment.
- Updated journal entries and accounts on accrual basis with Xero software.
- Analysed monthly balance sheet accounts for corporate reporting.

IT PROWESS & SKILLS

CUSTOMER SERVICE

ABILITY TO WORK UNDER PRESSURE

CONFLICT RESOLUTION

RELEATIONSHIP BUILDING

TIME MANAGEMENT

COMMUNICATION SKILL

TALLY ERP

ADVANCED EXCEL

SAP

Quick book

MS OFFICE

PERSONAL DETAILS

NATIONALITY-INDIAN

DATE OF BIRTH - 07-08-1999

VISA STATUS-VISIT VISA

MARITAL STATUS- SINGLE

LANGUAGES

ENGLISH ● ● ● ● ●

HINDI ● ● ● ● ○

MALAYALAM ● ● ○ ○ ○

KANNADA ● ● ○ ○ ○

ARABIC ● ● ○ ○ ○