



MUHAMMED HARIS

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PLACE: Abu Dhabi

Email : amharis1@gmail.com

DOB : 06/10/1988

Nationality: INDIAN

OBJECTIVE – To achieve excellence in the field of my specialization with commensurate growth of the organization.

SKILLS

Good communication
Problem solving
Organized & punctual
MS office
Quick books
Peachtree
Tally

LANGUAGES

ARABIC
ENGLISH
HINDI
MALAYALAM

WORK EXPERIENCE

Accountant in AL kanz Money Exchange

2011-2012

Accountant in Ibn Al Suqtary Trading (Oman)

2012-2014

Accountant in Black line electrical electro mech
cont. company LLC Abu Dhabi **2014-2017**

Accountant in Navaratna Hypermarket (India)

2017-2019

Accountant in AL Wajna contracting & Gan
maint.LLC, Abu Dhabi **2019-2021**

Accountant in AMR Foods (India) **2021-
2023**

JOB RESPONSIBILITIES

- Assist account executive in full set accounts
- Filling and updating weekly ledger
- Assist all accounts payable and receivable
- Assist in monthly payroll and WPS works
- Prepare and process invoices
- Handling the petty cash expenditure daily
- UAE vat submission
- Prepare debtors and creditors statement
- Prepare balance sheet
- Prepare profit and loss account
- Payment follow-up
- Bank reconciliation

EDUCATIONAL INFO

Bachelor Of Commerce 2010

Calicut University

**CPFA (Certified Professional Foreign
Accounting) 2011**

Accounts training institute Govt.of. India

CCA Certified computer application 2008
(National Institution of open school)

