



# MOHAMMED SHAMIR. T

## Summary

Dedicated Accountant with experience in Accounting. Proactive and excited to partner with like-minded individuals to achieve Career goals. seeking a position to get professional exposure in hospitality and utilize my excellent organizational and time management skills for contributing to the success of the company.

## Experience

### **RAQEEB COMPUTER TRADERS - AJMAN, UAE** **July 2022- January 2023)**

#### **Position-Sales Officer cum Accountant**

- Provides timely market newsflow to internal and external clients
- Client flow origination and relationship management
- Execute trades and secure deals with new clients
- Executes trades as directed by Company's approved clients
- Prepared bank deposits, general ledger postings, and statements.
- Entered key data of financial transactions in software.
- Executed customer transactions, including deposits, withdrawals, money orders and checks.
- Supported the team by successfully assisting with accounting tasks.

### **ARAFA TRADING - INDIA (Kerala,Kannur)** **April 2018-Decemeber 2021)**

#### **Position-Administrative Assistant cum Junior Accountant**

- Compiles weekly and monthly financial statements and reports.
- Prepares and analyses balance sheets
- Makes journal entries.
- Handles the month-end and year-end closing process.
- Manages accounts payable and receivables
- Uses popular financial software.
- Collaborates with other members of the finance team.
- Follows all company policies and procedures.
- Adheres to finance laws and regulations.

## Declaration

I do hereby certify that the above particulars furnished by me are true and accurate to the best of my knowledge.

Yours Respectfully,  
Mohammed Shamir T

## CONTACT

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Al Tawwun, Sharjah

## EDUCATION

BCOM

Bachelor of commerce

St.Aloysius international  
University - India (2017-2020)

Higher Secondary School

Wadi Huda HSS,Kerala-India

## PROFFESIONAL CERTIFICATION

Professional Diploma in Indian and  
Foreign Accounting  
C-DOT Computer Education

## LANGUAGES

•English • Arabic •Malayalam  
•Hindi

## PERSONAL SKILLS

- Customer Service
- Teamwork & Leadership
- Arabic typing and Arabic reading
- Office Administration
- Finance & Accounting Qualification
- Responsibility & Time Management