

NAME:- TANWEER MUJASSAM ALI
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Visa Status: Visit Visa
Date of expiry: 11-02-2025
PASSPORT NO:- P7986303



Profile:-

Detail-oriented B.Com graduate seeking a position as an Assistant Accountant, bringing excellent organizational skills and proficiency in data entry, filing, and handling routine accounting tasks to support smooth financial operations in the organization.

Area of Expertise:-

Proficient in MS Office (Word, Excel, Outlook)

Knowledge of accounting software (e.g., QuickBooks, Tally, SAP)

Strong attention to detail and accuracy

Data entry and filing management

Excellent organizational and time management skills

Effective verbal and written communication

Ability to handle confidential information

Professional Experience:-

Assistant Accountant	2018 To 2022
M.K. Enterprises.pvt.ltd	Varanasi

Performed basic accounting tasks such as data entry, filing, and processing invoices
Entered financial data into accounting systems with high accuracy
Processed mail, managed office documentation, and maintained organized filing systems
Managed data entry for financial records and maintained digital filing systems
Provided support to the finance team with routine tasks, including answering phones and organizing meetings

Assisted with accounts payable and receivable, including handling vendor inquiries
Managed phone calls and email correspondence, assisting clients and vendors with queries
Prepared and processed monthly bank reconciliations

Handled incoming and outgoing mail, ensuring timely processing
Assisted in preparing reports for accounting and finance teams

Royal Gift Collection	2022 To Till Date
Sales Coordination	Hamdan Street, Abu Dhabi

Arranged and organized goods in the shop daily to ensure a clean and inviting shopping environment
Worked throughout the day to straighten and rearrange goods as necessary
Supported the florist in preparing floral arrangements, managing inventory, and ensuring the timely restocking of supplies

Assisted in maintaining the shop's visual appeal by neatly displaying products
Provided assistance to customers with inquiries and product selection
Assisted in daily cleaning tasks to maintain shop cleanliness and organization

Education:-

B.Com	MAHATMA GANDHI KASHI VIDYAPEETH UNIVERSITY.	VARANASI (INDIA)
Intermediate	C.M. ANGLO BANGALI COLLEGE.	VARANASI , INDIA
High school	C.M. ANGLO BANGALI COLLEGE.	VARANASI , INDIA

Skills:-

TALLY
MS OFFICE
EXCEL
POWER POINT

PERSONAL DOSSIER:-

Date of Birth	16/07/1992
Gender	Male
Marital Status	Unmarried
Languages Known	English and Hindi

DECLARATION:-

To my knowledge and understanding, the information provided above is factual and correct.