



MUHAMMED MUBASHEER



mubuibaan73@gmail.com



+971 525436493

+91 9746697239



Ind area 10, SHARJAH U.A.E

EDUCATION & TRAINING

B.COM WITH FINANCE

UNIVERSITY OF CALICUT-KERALA

PLUS 2

JDT ISLAM HSS KERALA

SSLC

BOARD OF SECONDARY
EDUCATION, KERALA

SOFTWARES

EXCEL

TALLY ERP

MS OFFICE

OFFICE OUTLOOK

MASS THECNOLAGIES

LANGUAGES

ENGLISH

HINDI

MALAYALAM

ARABIC

PERSONAL DATA

AGE: 26

DOB: 23/05/1997

RELIGION: ISLAM

NATIONALITY-INDIAN

MERITAL STATUS-SINGLE

UAE LICENSE HOLDER

LICENSE NO-881772

PASSPORT NO-P7580965

OBJECTIVE

Desire to become a successful person and enthusiastically interested in utilizing my analytical and professional skills for worth conception in line with the development of the organization. To work with full dedication in challenging atmosphere, while adding some significant values to the organization and gain professional skills while working with support of competent peers and guidance leader which will further enhance my career ambition of rising to pinnacle of success.

SKILLS

- Leadership
- Clerical
- Supervision
- Data management
- Communication
- Friendly, positive attitude
- Team management
- Decision - making

EXPERIENCE

SAMA AL ZAHRA AUTO MAINT W SHOP LLC - SHARJAH, UAE - DEC/2021 – TO PRESENT / ACCOUNTANT

- ❖ Monitoring reviewing Accounts Payable team.
- ❖ Handling accounts receivable and passing required JV.
- ❖ Bank & Credit card reconciliation.
- ❖ Preparing daily report of Bank balance and fund availability.
- ❖ Verifying Non-Trade payments and Petty cash.
- ❖ Stock evaluation & cheque preparation.
- ❖ Preparing Salary Sheet of Staff
- ❖ Vat submitting
- ❖ Finalization of accounts and providing audit requirements
- ❖ Handling daily cash collection & deposit to bank

DAS AGENCIES – DISTRIBUTOR OF MERINO LAMINATES, CALICUT.KERALA – DEC 2017 TO NOV 2021 / ACCOUNTANT

- ❖ Resolved vendor and employee inquiries about invoices and purchases quickly through research.
- ❖ Prepared month end closing entries for detailed reporting and recordkeeping.
- ❖ Maintained account books and accounting systems with accuracy by entering data precisely and proofreading.
- ❖ Evaluating expenses reports for accuracy and adherence to company policies.
- ❖ Calculated and determining accurate monthly revenues by reconciling and reviewing operations and accounting system records.

GLAMOUR GENTS WEAR -CALICUT, INDIA - MAY 2014 TO NOV 2016 SALES EXICUTIVE

- ❖ Meeting with clients virtually or during sales visits.
- ❖ Demonstrating and presenting products.
- ❖ Attending trade exhibition, conference and meeting.
- ❖ Building customer relationships.
- ❖ Team work and excellent communication.