



RESUME

MUHAMMED BA

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Valid UAE Driving License



ABOUT ME

Administrative Professional with extensive knowledge in Company Management, Accounting and its operations. Driven self-starter and fast learner who has volunteered to help the Management, Colleagues and other workers for the sustainable growth.

- Gender : Male
- Date of Birth : 02-Aug-1990
- Nationality : Indian
- Passport No. : U0591243
- Marital status : Married
- Driving License : UAE & India
- Joining Availability: Immediately
- Visa Status : Visit Visa
- Expires on : 25th Mar, 2024



LANGUAGES

English ★★★★★
Malayalam ★★★★★
Hindi ★★★★★
Arabic ★★★★★



SKILLS

MS Excel (MS Office)
Tally ERP (Accounting Softwares)
Peachtree Quantum 10
Management
Team Work



EXPERIENCE

- Jul-'22 to Dec-'23 (KHD-Kerala) **Accountant**
B.K Traders Kanhangad
- Nov-'17 to Jun-'22 (Dubai-UAE) **Accountant General**
ONETHIRD FOOD COURT LLC.
- Apr-'15 to Nov-'17 (RAK-UAE) **Accountant cum PRO**
Royal Management FZ- LLC
- Jan-'14 to Apr-'15 (Dubai-UAE) **Assistant Accountant**
Flora Hotel-Dubai
 - ✓ Maintaining Purchase & Sales including Stock Register
 - ✓ Bank reconciliation and DTCM reconciliation
 - ✓ VAT Preparation and Filing
 - ✓ Reconciliation of Accounts of Debtors and Creditors
 - ✓ Maintaining day to day ledgers, Journals and banking activities
 - ✓ Preparation of Invoices, Purchases, Accounts Statements
 - ✓ Petty Cash/ Cash Handling
 - ✓ Accounts payable and Accounts receivable
 - ✓ Assisting Store Inventory Inward and Outwards
 - ✓ Preparing Cash flow and maintain Payroll
 - ✓ Cost Controlling and Preparation of Cost of Sales



EDUCATION

- 2011 - 2013 **Master of Business Administration (Finance)**
SDIT Mangalore, VTU
- 2008 - 2011 **Bachelor of Commerce**
Sa-adiya Arts and Science College, Kannur University
- 2014 **Computerized Accounting**
Sree Sankaracharya Computer Center
- 2014 **Advanced Diploma in Foreign and Indian Accounting**
Tally 7.2, ERP.9, Peachtree Quantum 2010



Other Courses

- ‘Communicative English Program’ from Markaz Institute of Human Resources Activation and Management, Kerala, India



HOBBIES

Reading Bitcoin Mining Crypto Trading