



# MUHAMMED SALIH CM

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📍 Dubai, UAE

## ACADEMIC CREDENTIALS

*Master of Commerce*  
*Bachelor of commerce*  
*CMA USA-Course complete*  
*Excel accounting*

## COMPUTER PROFICIENCY

- SAP
- MS OFFICE: Excel, Word, PowerPoint
- LFS
- OS: WINDOWS

## LANGUAGES KNOWN

English  
Malayalam  
Hindi  
Tamil

## ACHIEVEMENTS

- Certificate of completion the course of Excel accounting
- Certificate of completion for Skill Development course
- Certificate of completion for Urdu Diploma in Aligarh university
- Certificate of completion for Personal development
- Attend two years civil service Course

## Summary

Highly motivated, well organized professional accountant offering over 2+years' experience in accounting. Well Known in account reconciliation, payment processing, journal entries, data entries& expenses monitoring. Outgoing, with strong communication skills & a creative talent for cultivating rewarding relationship with suppliers and customers.

## KEY SKILLS

Team leader    Ability to work under pressure    Quick Learner  
Organization skills    Positive attitude    Interpersonal ability  
Highly responsible & reliable    Self-motivated    Cash Handling  
Strong decision maker    Multitasking-Time Management

## Work Experience

- LULU HYPERMARKET DUBAI-UAE 2021 – PRESENT  
*Accountant*
- LULU Central Logistics Division DUBAI (2020-2021)  
*Inventory Controller*
- Marble Land Changaramkullam kerala (2019-20)  
*Accountant Come Supervisor*
- Habibiya English Primary School Jodiya, Gujarat (2016-18)  
*Administrator*

## KEY RESPONSIBILITIES

### LULU HYPERMARKET AL WARSAN, DUBAI-UAE / 2021 - PRESENT ACCOUNTANT

- ❖ Managing the day-to-day operations of accounts related works in a retail sector
  - Preparing daily bank reconciliation, credit card reconciliation.
  - Payment Supply
- ❖ Handling cash on daily basics
  - Preparing cash float, cash deposit and cash journal entries for all cash related transactions
- ❖ Preparing Financial reports and analysis
  - Create budgets and financial reports for the management group.
- ❖ Booking and monitoring expenses
  - Preparing and examined source documents and managed bookkeeping
- ❖ Payroll maintenance
  - Aided in monthly payroll functions for 100-130plus employees.

## INTERESTS



Songs



Travelling

## INTERNSHIP

Study on **Organization of baby caring in rural area**  
(B. Com final year)

## PERSONAL STRENGTHS

### • COMMUNICATION

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

### • ORGANIZATION

Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.

### • MANAGEMENT

Management skills to direct others and review others performance

- ❖ Monitoring the invoice throw Vendor Invoice Management (VIM)
  - Validate invoice
  - Positing invoice
- ❖ Using B4p analysis for generate reports
  - Oversaw financial functions including planning, forecasting, accounting, variance analysis, financial reports.
- ❖ Inventory Control
  - Periodically update the stock valuation with management and maintain the stock with target level
- ❖ Handling Human Resource (HR) Department
  - Managing and handling HR related works-Staff documentation, visa renewal, staff details maintaining

### LULU Central Logistics Division DUBAI / 2020-2021/ Inventory Controller

- ❖ Receiving goods from Supplies
- ❖ Clearing Back store Inventory
- ❖ Arrange inventory to outlets
- ❖ Make and Analysing invoice
- ❖ Create STO to Concern outlet

### Habibiya English Primary School Jodiya, Gujarat / 2016-18 /Administrator

- ❖ Monitoring performance Teachers and other staff
- ❖ Advice for smooth running Institution
- ❖ Prepare Daily progress report
- ❖ Data collection

### Marble Land changaramkullam, kerala / 2019-20 / Accountant Come supervisor

- ❖ Prepare daily Accounts report
- ❖ Managing and Analysing work site staff
- ❖ Control and reducing daily Expense
- ❖ Arrange Necessary goods for day to day Operation

## PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 02/02/1997
Nationality	: Indian
Passport No	: T0899291
Driving License	: Final Test
Marital status	: Single

## DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars

**MUHAMMED SALIH CM**