



MOHAMMED SAJID SYEDALI

Accountant / Technical Assistant / Storekeeper

CAREER OBJECTIVE

Looking towards a challenging career in a growth oriented organization of repute in its field and an environment where in I can utilize my qualification and experience to excel my knowledge, skills, and abilities for mutual growth.

My Contact

 **gksajid1234@gmail.com**

 **+971 522244853**

 **Dubai-UAE**

PERSONAL PROFILE

Nationality : Indian

Gender : Male

Date Of Birth : 29/05/2002

Martial Status : Single

Passport No. : U 9 8 8 6 1 82

Passport Expiry : 21/03/2031

Visa Status : Visit Visa

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

PROFESSIONAL SKILLS

- Microsoft Excel
- Book keeping
- Data Entry
- Tally Prime
- Quick Learning
- Fast Typing
- Reliability
- Written and Oral Skills

WORK EXPERIENCE

Najmat Al Shams Accounting & Book Keeping LLC

Junior Accountant

- **08/2023 - 01/2024 , Dubai, UAE**
- Posting entries of payment and receipt entries on the tally
- Prepare trading account, P&L and Balance sheet and analyze financial statements
- Maintaining petty cash reports and tracking Accurately document all cash, credit, fixed assets, accrued expense
- Perform monthly and weekly bank reconciliation Prepare accounts payable and receivable reports and reconcile for submission to the management
- Documentation

SPORTS WORLD

CASHIER CUM STOREKEEPER

- **03/2022 - 04/2023, Trivandrum, India**
- **Achievements/Tasks**
- Selling products and services on behalf of the company
- Identifying prospective clients and leads
- Working with customers to identify their needs and provide solutions.
- Receiving stock
- Providing product details

CERTIFICATIONS

**International Financial and
Management Accounting (IFMA)
Sharjah ,UAE | 2023**

**Diploma in Building Management
System (BMS)
Kerala , India | 2021-22**

CONTROLS & SCHEMATICS

Technical Assistant

- **06/2021 - 02/2022, Trivandrum, India**
- **Achievements/Tasks**
- Installing, maintaining, repairing, and replacing security
- cameras, computer networks, and other
- equipment used in video surveillance systems.
- Understanding and following the safety standards and
- directives when handling the equipment.

ACADEMIC QUALIFICATION

**IAIMS Associate Auditors & Accountants FZC LLC
Sharjah ,UAE**

(IFMA) - 02/2023 - 04/2023

Internship - 05/2023 - 07/2023

IASE TRAINING INSTITUTE

DIPLOMA IN BMS

06/2021 - 01/2022, Trivandrum, India

Courses

CCTV, OPTICAL FIBRE, FIRE ALARM SYSTEM

GHSS KAZHAKOOTTAM

12TH (PLUS TWO)

Class of 2020, Trivandrum, India

Courses

HUMANITIES

DECLARATION

I hereby declare that all above furnished details are true and correct to the best of my knowledge and belief.

MOHAMMED SAJID SYEDALI