




# 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

Marital 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**