

MAHROOF PPM

ACCOUNTANT



CONTACT ME

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Dibba, UAE

SOFTWARE SKILLS

- Tally
- Peachtree
- MS Excel, MS Word
- Webprolific

SPECIALIZED IN

- Taxation
- Data entry - Bookkeeping
- Tally, Ms excel, Ms word
- General cashiering
- Type writing(English)

EDUCATIONAL STATUS

- Bachelor of Business Administration (Finance).
University: University of Calicut.
Government Arts & Science College
Tanur.2013-2016
- PGDIFA (PG Diploma in Indian and Foreign Accounts)
Institution: IPA –Tirur.

LANGUAGES

- Malayalam:- Native
- Hindi :-Expert
- English :-Proficient
- Arabic :-Beginner
- Tamil :-Proficient

PERSONAL STATEMENT

Responsible, well focused and integrous candidate with four years of experience in UAE. As a work oriented candidate I am confident that my comprehensiveness and adaptability will help me to fit to any work environment and can execute any financial role delegated to me.

EXPERIENCE

ROYAL BEACH HOTEL & RESORT - Dibba Fujairah 2020 – Present

Duties and Assignments:-

- Making Daily revenue reports.
- Preparing monthly VAT report.
- Documentation and filing.
- Auditing daily revenue.
- Making Daily cash collection report.
- Checking Room rates every day.
- Implementing the role of a Petty cashier.
- Generating Account receivables reports.
- Submitting Credit card report every day.
- Tracking Guest folios.
- Bill posting in to system.
- Executing the role of Revenue auditor.
- Executing the role of General cashier.

APOLLO AUTO WORKSHOP - Madina zayed, Abu Dhabi - 2019

Key Responsibilities:-

- Reporting to the Manager.
- Follow all the staff process relating to the company like attendance, salary.
- Attend phone calls and Monitoring E-mails.
- Preparation of quotations and invoices.
- Monitoring staffs and giving service advising for the staffs.
- Preparation of VAT Report.

ACHIEVEMENTS

- Swift promotion to the role of 'Income auditor' from the role of Night auditor within few months. And currently working as 'Income auditor cum General cashier.
- Learned and became Expert in 'Hindi language' in two months.