



# Mehraj U Din Gojree



## EXPERIENCE

**Security Officer** Transguard group llc - Dubai, UAE  
03/2023 - I currently work here

- Patrolled industrial and commercial premises to prevent and detect signs of intrusion and secure doors, windows and gates.
- Reported security incidents, accidents and medical emergencies to law enforcement.
- Checked passes and credentials of person seeking to enter property and issued passes for guests.
- Reported daily activity, incidents, audits, safety repairs and irregularities encompassing property damage, theft and presence of unauthorised persons.
- Maintained safety by quickly responding to alarms and investigating disturbances.
- Monitored CCTV cameras, and fire and alarm systems.
- Investigated alarm triggers and incidents with thorough evidence collection.

**Accountant cum administrator** Vedic health care centre - Srinager, India  
03/2019 - 11/2021

- Maintained robust financial records for business for regulatory reporting and taxation.
- Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
- Prepared quarterly tax returns and reviewed submitted documentation with auditors.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Drafted periodic profit and loss reports to analyse trends and project future changes.
- Produced regular reports, regulatory returns and reconciliations, informing stakeholders of critical financial data.
- Communicated with internal and external auditors to coordinate scheduled audits and compliance reviews.
- Used ERP and quickbooks accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
- Kept internal financial controls aligned with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS).
- Generated financial statements documenting revenue, expenses and liabilities.



## EDUCATION

**Bachelor of commerce : Accounts and management**  
**University of kashmir** - Srinager kashmir, 03/2018 - 12/2021

**iT and sales diploma : Sales**  
**Don bosco** - Srinager kashmir, 08/2021 - 12/2021

**10+2: Commerce**  
**Jammu kashmir board of school education** - Srinager kashmir, 03/2016 - 03/2018

**10 th: General**  
**Jammu kashmir board of school education** - Srinager kashmir, 03/2015 - 01/2016

## CONTACT

📍 Dubai, United Arab Emirates 241146

☎ +971556884917

✉ dmanzoor614@gmail.com

## SUMMARY

Experienced accounting professional skilled in reporting, forecasting and reconciliation. Highly organised with excellent time management abilities to meet month-end deadlines. Communicates and collaborates well to support wider finance teams.

## SKILLS

- MS Office Suite
- Quickbooks
- Finance Management
- Account Reconciliation Processes
- Full-Cycle Accounting

## CERTIFICATIONS

- Security Licence

## LANGUAGES

English: : C1  
Advanced

Urdu: : C2  
Proficient

Hindi: : C2  
Proficient