



 0564758479



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Ajman, UAE

SKILLS

- Accounting
- Communication
- Data Entry
- Data Analysis
- Teamwork
- Technical
- Tally
- MS Excel

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam
- Tamil

MUHAMMED SAFEER CHOLAYIL

ACCOUNTANT

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skill, expand my knowledge and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

WORK EXPERIENCE

Assistant Accountant | Hashim Hypermarket Ajman

2022- 2023

- Managing accounts payable and accounts receivable process for small business.
- Analyzed financial data to identify and resolve discrepancies.
- Provided support to the accounting department by filing documents and reconciling accounts.

Cash Office Executive | Hashim General Trading, Ajman

2020- 2022

- Reviewed and processed invoices for payment.
- Processed accurate and efficient cash and credit transactions.

Cashier | Hashim General Trading, Ajman

2019-2020

- Accomplished daily administrative tasks such as entering data and reconciling reports.

Driver | Hashim General Trading, Ajman

2021-Present

- Collecting cash & cheques and depositing to bank.

EDUCATION

University of Calicut, 2015-2018

Bachelor of Commerce in Finance