

## CONTACT

## MUHAMMED SWALIH

📍 Present Address :- ICAD Residential city,  
mussafah ,Abudhabi.  
☎ 971-0589624030, 0544358500  
@ swalih4030@gmail.com



## OBJECTIVE

---

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## EXPERIENCE

---

Oct 2021 - Still  
continuing

- **Cashier**  
Abudhabi Co operative Society

- Greeting customers when they enter the establishment.
- Using cash registers to scan goods being purchased and charge customers.
- Taking payments from customers and providing them with the appropriate change when applicable.
- Honoring coupons and stamps.
- Keeping track of transactions and noting any discrepancies.
- Processing product exchanges or returns.
- Issuing refunds or store credit to customers who return products.
- Ensuring store shelves are stocked.
- Keeping checkout area tidy and sanitized.
- Assisting with customer requests and inquiries.

Jan 2019 - Apr  
2021

- **Accountant**  
Parayil Metals Kerala, India

- Accounts with Inventory

Dec 2013 - Dec  
2018

- **Accountant**  
Muscat Bakery Markets Ilc, Oman

- Collaborated with other departments to resolve billing and invoicing issues.
- Reconciled bank statements and corrected discrepancies to ensure accuracy of financial records.
- Maintained an organized filing system for financial documents.
- Assisted in the preparation of financial statements, budgets, and forecasts.
- Prepared and filed sales tax returns, resulting in no discrepancies or penalties from the state.
- Developed and maintained a system for tracking accounts receivable and accounts payable.
- Researched and resolved customer inquiries, improving customer service and satisfaction.
- Generated monthly reports for management, highlighting key trends and areas for improvement.
- Developed and implemented procedures for accounts payable and accounts receivable to improve accuracy and reduce processing time.
- Compiled and analyzed financial data, providing key insights to management that contributed to increase in revenue.
- Reconciled financial accounts and identified discrepancies, resulting in improved accuracy of financial statements.
- Generated weekly, monthly, and annual financial reports for management.
- Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments.

## EDUCATION

---

- 2013
  - **Master In Financial Accounting**  
International Association of Book-keepers . UK
- 2013
  - **Post Graduate Diploma in Computer Application**  
National Center for Education and Technology
- 2012
  - **Master in Computerised Financial Accounting**  
National Center for Education and Technology
- 2012
  - **B. Com Graduation**  
M. G university, kerala
- 2009
  - **Plus two**  
Board of Higher Secondary Examination, kerala
- 2007
  - **10 th**  
Borad of Public Examination, kerala

## SKILLS

---

- ▪Accounting/ Finance ▪Deadline-oriented ▪Time management ▪Planning and organizing ▪Scheduling and monitoring ▪Communication skills ▪Teamwork ▪Active learning ▪clerical knowledge ▪Proficiency with Microsoft Office ▪Professionalism.

## LANGUAGES

---

- ▪ English ▪ Hindi ▪ Malayalam ▪ Tamil ▪ Telugu.

## PERSONAL DETAILS

---

- Date of Birth : 30-07-1991  
Age : 31  
Sex : Male  
Nationality : Indian  
Marital Status : Married  
Passport No : V 5148538  
Date of Issue : 10-03-2023  
Date of Expiry : 09-03-2033  
Place of Issue : Abu Dhabi

## COMPUTER PROFICIENCY

---

- M.S office, Tally, Peachtree, Quick Book, Visual Basic, C++, Retail software and Pos system.

## DECLARATION

---

- I hereby declare that all the details mentioned above are true to the best of my knowledge. If given a chance I would perform my task to the utmost level. I hope you would accept my application and offer me a chance to serve your esteemed organization.

Place : Mussafah,Abudhabi

MUHAMMED SWALIH