



MUHAMMED AMEEN

ACCOUNTS AND FINANCE

CONTACT

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UAE-DUBAI

ACCOUNTING SKILL

- JOURNAL ENTRIES
- VOUCHER ENTRIES
- INVOICE PROCESS
- PAYROLL
- PETTY CASH BOOK
- KNOWLEDGE IN RECONCILIATION
- KNOWLEDGE ABOUT GST & VAT

TECHNICAL SKILL

- TALLY ERP9
- SAP
- MS OFFICE & IT'S PROGRAM,
EXCEL, MS WORD...
- PROFICIENT TYPING SKILL
- PS PHOTOSHOP

OTHER SKILL

- Knowledge of complete accounting responsibilities, working experience in basic accounting software and ms office
- Good verbal and written communication skill.
- Excellent time management and strong organizational skill, attentive to every detail.
- Strong analytical and problem solving abilities.
- Strong numeracy and analytical skills

LANGUAGES

- ENGLISH Speak,Read,Write
- MALAYALAM Speak,Read,Write
- HINDI Speak,Read,Write
- TAMIL Speak
- ARABIC Read,Write

PERSONAL DETAILS

- Date of Birth : 14/05/1998
- Father's Name : Ibrahim k
- Mother's Name : Safiya p
- Nationality : Indian
- Religion : Muslim
- Martial Status : Single
- Passport No : T6857138
- Visa Status : Visiting Visa

PROFESSIONAL PROFILE

To associate with a reputed organization where my knowledge and skills can be efficiently utilized and help in building my career in the field of accounts and finance

WORK EXPERIENCE

● ACCOUNTANT ASSISTANT

NESTO GROUP OF COMPANIES UAE (WESTERN INTERNATIONAL)

JULAY 2021- JULAY 2023

JOB DESCRIPTION

- Reconcile accounts payable as well as receivable.
- Prepare, analyse and financial statements and other records, petty cash books,
- Maintaining accounts and records under UAE VAT.
- Maintaining accurate financial records.
- Creating and updating expense report.
- Preparation of monthly reports.
- Creating LPO, issuing invoices and coordinating.
- Performed administrative tasks.
- Using accepted accounting and statistical procedures to assess financial conditions and facilitate financial planning.

● ACCOUNTANT

ARRIVALS MEN'S APPAREL, INDIA, KERALA

JAN 2020 - APR 2021

JOB DESCRIPTION

- Accounts payable
- Managed daily financial records, costing programs, and systems for accuracy.
- Maintaining accurate financial records
- Coordinated cost absorption in inventory valuation and prepared fixed asset register for the company.
- Handling and recording cash and credit transactions.
- Presented VA and recommended improvements, account reconciliations, and budget comparisons.
- Accumulated the overhead costs as required by applying accounting principles.
- Performed administrative tasks.

EDUCATION

- BACHELOR OF BUSINESS ADMINISTRATION, CALICUT UNIVERSITY 2019.
- DIPLOMA BANKING AND ACCOUNTING, DDU-GKY GOVERNMENT OF INDIA TECHNOWAVE MANJERI 2022.
TRAINING- Tally ERP9,
MS OFFICE,
Manual and computerized accounting.