

# MOHAMMED MA

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Abu Dhabi - UAE



## **OBJECTIVE:**

Aim to be associated with a progressive organization that gives ample scope to apply my skills, knowledge and to involve me as part of team that will work dynamically towards the growth of organization

## **PERSONAL SKILLS:**

Sincere, hard working and Commitment to excel in a given field, Comprehensive problem solving abilities, Typing in English and Arabic languages, good verbal and written communication skills willingness to learn Calm, Confident and ready to face challenges.

## **EDUCATIONAL QUALIFICATION:**

- **BA English Language & Literature (Calicut University -2015)**
- **BA Arabic & Islamic Studies (Kerala – 2018)**
- **Diploma in Urdu Language ( NCPUL – 2012)**
- **Higher Secondary (Kerala State Education Board -2011)**
- **SSLC (Kerala State Education Board – 2009)**

## **PROFESSIONAL QUALIFICATION:**

- **ADCA (Advanced Diploma in Computerized Accounting)**
- **Diploma in Gulf VAT**
- **Microsoft Office specialist for Office Excel 2010**

## **SOFTWARES:**

**Operating system** : Windows

**Office suits** : Microsoft office

**Accounting softwares** : Tally ERP, Tally Prime, Inspire ERP,  
Basics of QuickBooks & Peachtree

## **WORKING EXPERIENCE:**

- Al Dhafra International Cont.& General Transporting, Abu Dhabi- UAE  
Accountant cum Administrative Supervisor  
(2018 November– 2022 January, 4 years)
  - Preparing Invoice as per the instruction of Management
  - Calculating the day to day expenses

- Preparing the Salary sheet of employees
- Submitting VAT on the time of period ending
- Processing transactions, issuing cheques, etc.
- Preparing financial reports.
- Maintaining accurate financial records.
- Preparing Quotation for clients as per the instruction of Management Team
- Assist the PRO works related Visa procedures

- CV Shaju & Co Pvt Ltd, Thrissur, India  
Assistant Accountant 2018 August to November

### **PERSONEL PROFILE:**

**Date of birth** : 19<sup>th</sup> December 1993  
**Sex** : Male  
**Marital status** : Married  
**Religion** : Muslim  
**Languages known** : English, Hindi, Arabic, Urdu, Malayalam  
**Nationality** : Indian  
**Passport no.** : S4198423

### **DECLARATION:**

I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

Yours faithfully,  
**Mohammed. M A**

