

# **MUHAMMED YASEEN OK**

# ACCOUNTS&FINANCE

- Dubai, U.A.E
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  DOB: 25/01/2001
  VISA STATUS : visit visa

#### **TECHNICAL SKILLS**

- SAP FICO
- TALLYPRIME
- EXCEL ACCOUNTING
- GST&GULF VAT
- QUICKBOOKS
- SAGE ACCOUNTING
- MS OFFICE

#### **RELEVANT SKILLS**

- Problem solving & decision making
- Creative thinking
- Verbal & written communication skills

#### LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- ARABIC

#### **PROFESSIONAL PROFILE**

I seek challenging oportunities where i can fully use my skills for the success of the organisation.

# WORK EXPERIENCE

# ASSISTANT ACCOUNTANT, CASHIER&BILLING (MAR 2022-AUG 2022)

Monalisa

Kerala, india

# RESPONSIBILITIES

- Record all accounting transactions
- Reconcile account payable and recieveble
- handle daily cash inflows
- handling billing sections
- Maintain cash & bank transactions

## **EDUCATION HISTORY**

## RACHELOR OF BUSINESS ADMINISTRATION

Institution: Kannur University

Year of Graduation: 2021

- FINANCE ACCOUNTING
- HUMAN RESOURCE MANAGEMENT

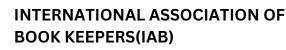
PDIFAS(PROFESSIONAL DIPLOMA IN INDIAN & FOREIGN ACCOUNTING -SAP FICO Institution : G TEC COMPUTER EDUCATION

BOARD OF HIGHER SECONDARY EXAMINATION AKGMGHSS PINARAYI COMMERCE

## CERTIFICATIONS



TALLY INSTITUTE OF LEARNING





QUICKBOOKS

MS OFFICE SPECIALIST