

CURRICULUM VITAE



Mohamed Haisam J

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OBJECTIVE:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE:

- **ADMINISTRATOR AT AMPEON ELECTROMECHANICAL LLC**

(September 2022-Present) Abu Dhabi, UAE

Job role

- Obtaining budget from estimation and procuring materials as per budget.
- Preparing weekly budget for all the running projects.
- Receiving MR (Material Requisition) from projects,
- Maintaining current suppliers and bringing in new suppliers
- Issuing lpo to the suppliers
- Daily scheduling the workers
- Monthly payroll
- Maintaining and repairing company assets.
- Transport and logistics coordination
- Maintaining relationships with clients
- Supporting finance department by handling petty cash and Receiving Bills
- Visa process for Employees and Maintaining Renewals for each employee
- Book keeping of All sorts company expenditure
- Initiating all company policy

- **ACCOUNTANT AT JJ FOOD AND BEVERAGES**

(January 2022 – July 2022) Sirkali, India

Job role

- Accounts receivable
- Accounts payable

- Following up for payment
- Maintaining credit relationships with vendors
- Invoicing
- Receiving bills
- Book keeping
- Timesheet and payroll
- Monthly payroll
- Petty cash handling

- **FINANCE INTERN AT GARUDA AEROSPACE**

(June-2021 to July-2021) CHENNAI, INDIA

Job role

- Cost controlling
- Budgeting
- Maintaining ledger entry
- Function of finance department

EDUCATIONAL QUALIFICATIONS:

- B.COM from Guru Nanak college college , chennai.
- Pursuing ACS Executive from the institute of company secretaries of India.
- Completed 12th std from ponniyah ramajayam public school , kumbakonam (business studies) (cbse board)
- Completed 10th std from Good Samaritan public school,sirkali (CBSE)
- Excel skills for business

ADDITIONAL QUALIFICATIONS:

Completed ACS foundation from institute of company secretaries of India in January 2021.

COMPUTER PROFICIENCY:

- Working knowledge of Windows and Internet and familiar with MS-Word/MS-Excel.
- Working knowledge of tally
- Working knowledge with zoho and QuickBooks

PROJECT:

Evaluation of financial performance of **JJ food and beverages** during the year 2017-2021

SKILLS:

- Can work effectively in a team as well as individually.
- Have good interpersonal skills.
- Good communication skills
- Easily negotiate with other people.

- Analytical skill
- Management and Leadership skill

PERSONAL INFORMATION:

Father's name : Jubair Ali
Mother's name : Jiya Farvin
Gender : Male
Marital status : unmarried
Date of birth : 19th August, 2000
Languages known : Hindi, English, Tamil, Malayalam, Urdu.
Nationality : Indian
Strength : If I think to do something, I'll do whatever it takes to meet it
Hobbies : cricket, badminton, presentation , stage speaking , Debate

DECLARATION:

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

(J Mohamed Haisam)