



MOHAMMED JAZAM

ACCOUNTANT

CONTACT



PHONE

+971 563669887



EMAIL

jazamjazz@gmail.com



ADDRESS

Sharjah industrial area 2

HARD SKILLS

- COMMUNICATION
- PROBLEM SOLVING
- CREATIVITY
- EMPATHY
- SOFTWARE KNOWLEDGE
- COLLABORATION
- DATA ANALYSIS

SOFT SKILLS

- PRESENTATION SKILL
- NEGOTIATION SKILL
- TIME MANAGEMENT
- CRITICAL THINKING
- ANALYTICAL SKILLS
- DECISION MAKING
- CUSTOMER SERVICE
- TEAM WORK
- WRITING
- QUICK LEARNING

MY PROFILE

Dob: 09/03/1998

born in India-kerala

Highly analytical, results driven accounting specialist skilled at working quickly and accurately under tight deadlines. Extensive knowledge of QuickBooks and Tally Erp9. Knowledge of cash and record maintenance and comprehensive account reconciliation.

EDUCATION

- **BARATHIYAR UNIVERSITY**

*Bachelor of
commerce
2016-2022*

- **DIPLOMA IN INTERNATIONAL CORPORATE ACCOUNTS AND MANAGEMENT**

2021-2022

CERTIFIED SOFTWARES

- SAP (FI&CO)
- QUICK BOOKS
- TALLY ERP 9
- MS OFFICE
- PEACHTREE
- BUSY
- TALLY PRIME

WORK EXPERIENCES

- **PRESENTLY WORKING IN AL MAHA AUTO MAINTENANCE SHARJAH**

- ° One year experience as an office assistant in India
- ° One year experience as an accountant in uae
- ° Used emeron accounting software to perform tally, book keeping, invoicing and bank reconciliation.
- ° Updated general sales and purchasing ledgers on schedule and verified information against documentation.
- ° Prepare monthly, quarterly and year-end financial statements.
- ° Analyze all transactions, prepare journal entries and maintain the ledger record/process accounts payable/receivable.
- ° Reconcile bank statements.
- ° File VAT as per uae law.
- ° Delivered human resources financial support by certifying and processing payroll, completing deposits, performing pay adjustments and promptly disturbing checks.