MOHAMED JASIL



ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE | 2018

Calicut University

DIPLOMA IN FINANCIAL ACCOUNTING | 2018

 Institute Of International Accountants (IIA)

HIGHER SECONDARY | 2015

Board of Higher Secondary
 Examination, Kerala, India

SSLC | 2013

 Board of Public Examination, Kerala, India

TECHNICAL QUALIFICATION

- windows & MS office
- Tally ERP 9, Peachtree
- Accounting Software
- Online Money Transfer System

COMPUTER PROFICIENCY

MS Office	****
Basic Operation	****
Internet & Email	****

PROFILE SUMMARY

Experienced in finance and customer service, with strong communication skills and attention to detail. Proficient in tax research, financial statements, and compliance, with strong analytical and communication abilities. Detail-oriented financial professional, skilled in record-keeping, reporting, and managing accounts, with knowledge of budgeting and tax regulations.

EMPLOYMENT CHRONICLE

TELLER/CASHIER | Nov 2019 - present

NATIONAL EXCHANGE COMPANY – ABU DHABI KEY RESPONSIBILITIES

- Managed an average of 100 daily transactions involving foreign currency exchange and money remittance, ensuring excellent service quality.
- Provided friendly and professional customer interactions,
 starting with greeting customers upon entering the store and
 determining their specific requirements.
- Handled incoming phone calls, addressing customer inquiries, resolving issues, and providing detailed product information.
- Trusted with the responsibility of being one of the key holders, involved in the opening and closing of the store
- Maintained strict confidentiality of records and client information.

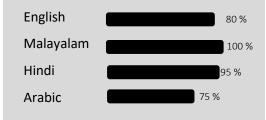
TAX AND MANAGEMENT ASSOCIATE | Jun 2019 - Oct 2019

NB ASSOCIATES

KEY RESPONSIBILITIES

- Update and maintain accurate accounting journals, ledgers, and other financial records to document business transactions.
- Implement liquidity management strategies to ensure a healthy availability of cash flow.
- Regularly update aging reports for debtors, creditors, and outstanding balances to facilitate collection and payment coordination.
- Prepare bank reconciliations and reconcile accounts receivable and accounts payable.

LANGUAGES KNOWN



PERSONAL DOSSIER

Gender : Male

Date of Birth : 09-06-1997

Nationality : Indian

Marital Status : Married

DRIVING LICENCE DETAILS

 Holder of Valid UAE Driving License

Date of Expiry: 05/10/2023

INTERESTS







Songs

Travelling Re

Reading

ACCOUNTANT | Apr 2018 - Jun 2019

AKBAR GROUP BENZY HOME CENTRE KEY RESPONSIBILITIES

- Take charge of managing all accounting transactions within the organization.
- Prepare budget forecasts to provide insights into future financial planning and decision-making.
- Ensure timely publication of financial statements, adhering to reporting deadlines.
- Oversee monthly, quarterly, and annual closings to ensure accurate and timely completion of financial reporting periods.
- Manage balance sheets and profit/loss statements, maintaining their accuracy and integrity.

PERSONAL STRENGTHS

- **COMMUNICATION** Interpersonal skills verbal, problem solving and listening skills in any administrative role.
- **SERVICE** Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT- Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RESUME CONSULTANT