



Muhammed Swadiq Kunnath

Accountant cum Administrative Officer

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges .

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📍 Karama, Dubai, United Arab Emirates

WORK EXPERIENCE

Accountant cum Administrative Officer Musamiha Trading Company

11/2022 - 07/2023

Kerala, India

Achievements/Tasks

- Manage all accounting transactions and ensure timely cash and bank payments.
- Manage office supplies stock and place orders.
- Reconcile accounts payable and receivable.
- Prepare Sales Invoices for the clients as per the order form given by the sales executives
- Maintains database by entering new and updated customer and account information.
- Keep track of Inventory.

Shift In Charge Supervisor Abudhabi National Oil Company

09/2016 - 08/2022

Abudhabi, UAE

Achievements/Tasks

- Plan and ensure timely availability of trained staff and resources to support shift operations of the assigned station.
- Analyze and evaluate various reports and records, such as daily statement of stocks, sales and cash register.
- Conduct random audit of stock and cash against records.
- Resolve customer complaints and answers queries.
- Collect the sales cash from the staff and deposit into the SCDM accordingly.
- Prepare and place purchase orders and receive products from the suppliers.

Cashier cum Accountant Glass Art Hardware and Glasses

06/2014 - 11/2015

Kerala, India

Achievements/Tasks

- Greet and guide the customers and provide required services.
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit and Issue receipts, refunds, change or tickets.
- Handle monthly, quarterly and annual closings.
- Keep track of Inventory.
- Prepare sales invoices and purchase orders.

SKILLS

MS Office

Outlook

Tally

Oracle (ERP)

SAP (Basic)

Decision making

Problem solving

Team work

Sales

Accountability

Ownership

Time management

Customer service

Book keeping

EDUCATION

Bachelor of Commerce (Finance) University of Calicut

06/2011 - 11/2014

Kerala, India

Computerised Accounting for International Management System ICS Group of Institutions

11/2012 - 05/2013

Kerala, India

Plus Two - Commerce Vocational Higher Secondary Education Board

06/2009 - 03/2011

Kerala, India

LANGUAGES

English

Full Professional Proficiency

Arabic

Limited Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

PERSONAL DETAILS

Gender: Male

Religion: Islam

Nationality: Indian

Marital status: Married

Date of Birth: 14-08-1994

Passport No: U6375125