

## MUHAMMED SAHAL

Email: [muhammedsahalmp001@gmail.com](mailto:muhammedsahalmp001@gmail.com)

Phone: +971545789767

Dubai, United Arab Emirates



## Accountant cum Cashier

### Career Summary

Highly motivated and detail-oriented accountant seeking a challenging position in a reputable organization. Two years of experience in excellent customer service to customers, cash handling, financial management and reporting. Skilled in analysing financial data, identifying areas for improvement, and implementing effective solutions to optimize financial process.

### Work Experience

#### Accountant cum Cashier

RAS Global Foodstuff Trading LLC

United Arab Emirates

April 2022 – Present

Achievements/ Tasks:

- Day to day cash handling and balancing of financial transaction.
- Provided excellent customer services in professional way.
- Collecting and preparing all financial documents for filing system.
- Accurately perform all financial transactions of the company and resolve customer complaints.
- Prepaid and submit weekly/ monthly reports to office.
- Ensure the delivery of quality service to customers while adhering to operational control and avoiding cash excesses and shortage.

#### Accountant

Shoprix Footmart Retail PVT LTD

Kerala, India

2020 March – 2022 February

Achievements/ Tasks:

- Handled petty cash expenses of the allocated branch and maintaining related records.
- Involved in purchase invoice posting and preparation of daily sales report.
- Performed reconciliation of daily sales report with the bank and cash collection.
- Perform bank reconciliation and supplier reconciliation.
- Involved in annual inventory count and inventory check with the stock register.
- Collate and maintain data for other ad-hoc- tasks.

## **SKILLS**

- Attention to detail
- Communication skill
- Customer service
- Problem solving
- Can work under pressure
- Adaptable

## **IT Skills**

- Microsoft Excel
- Tally ERP
- Microsoft Word

## **Education**

Bachelor of Commerce with Computer Application. 2017 – 2020

Higher Secondary Education. 2015 – 2017

High School Education. 2015

## **Languages**

- English
- Malayalam
- Hindi

## **Personal Details**

Date of Birth: 27 January 1999

Gender: Male

Marital Status: Single

Nationality: Indian

Passport No: U6745967

Visa Status: Visit Visa