



MOHAMMED AJMAL CA

Bachelor of Commerce

Seek a responsible position where I can utilize my creative skill, knowledge. 3+ years of experience in accounts, administration, and operations. A quick learner with strong attention to detail, good analytical and time management skills.

Contact

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🌐 <https://www.linkedin.com/in/muhammed-ajmal-ca-527343280/>

Languages

ENGLISH

HINDI

TAMIL

ARABIC

Tools

TALLY ERP/ PRIME

MS OFFICE

MS EXCEL

GST & GULF VAT

WORK EXPERIENCE

Accountant – ABC Supermarket L.L.C

RAS AL KHAIMAH, UAE

February 2019 – JUNE 2021

- Prepare and reconcile the accounts payable and receivable and process all invoices on a timely basis.
- Generate Local Purchase orders when necessary.
- Review, input and control daily entries and transactions on the system and ensure all supporting documents are properly classified.
- Handle, process and track various payments and expenses based on internal approvals.
- Compute taxes and prepare tax returns as per country legislations and regulations.
- Reconciling account balances and bank statements, maintaining general ledger and month-end close procedures.
- Assist the Accounts Manager in the processing of financial statements according to legal and company accounting and financial guidelines.
- Undertake general administrative and clerical duties.

Accounts Assistant cum Operations Supervisor

National institute of accounts - Kerala, India

June 2022 - May 2023

- Updating and maintaining procedural documentation.
- Entering financial reports into internal database
- Check spreadsheets for accuracy.
- Processing expense requests for the accountant to approve.
- Recording and filing cash transactions.
- Petty cash handling.

EDUCATION

Bachelor of Commerce (B.com)

Aggregate: 75%

Bharathiar University, Tamilnadu, India

2018 – 2021

International Air Transport Association (IATA)

Distinction

Akbar Airline Studies, Kerala, India

2017