



MUHAMMED SAJAD

ACCOUNTS AND ADMINISTRATION

CONTACT



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Dubai, UAE

EDUCATION

Bachelor of Commerce

University of Calicut

July 2012 – August 2015

LANGUAGE

English

Arabic

Hindi

Malayalam

STRENGTHS

- Organized
- Detail-oriented
- Efficient
- Multitasker
- Strong communicator
- Problem-solver

ABOUT ME

Dedicated and detail-oriented professional seeking a challenging role in Accounts & Administration. With 1 years of experience in managing financial records, streamlining administrative processes, and providing exceptional customer service, I am confident in my ability to contribute to the success of a dynamic organization. Motivated, organized, and eager to learn, I am ready to take on new responsibilities and make a positive impact.

EXPERIENCE

Jan 2022–Dec 2022

Magenta medical investment. Ajman UAE

Accounts and Administration

- Managed accounts payable and receivable functions, ensuring accuracy and timeliness of payments and collections.
- Developed and implemented streamlined administrative processes, resulting in increased efficiency and cost savings.
- Prepared and analyzed financial reports, identifying trends and providing recommendations for improving financial performance.
- Drafting up letters and reports. Dealing with queries on the phone and by email.
- Prepared invoices based on contract terms and distributed to customers.

2017 – 2021

OAK Interiors & Architects. Kerala INDIA

Accounts assistant

- Managed accounts payable and receivable processes, ensuring accurate and timely payments and collections
- Assisted in the preparation of financial statements and reports, conducting thorough analysis to identify discrepancies and report findings to management
- Collaborated with cross-functional teams to reconcile bank statements and resolve any discrepancies, resulting in improved accuracy and efficiency
- Provided exceptional customer service to clients by promptly and effectively addressing inquiries and resolving any billing or payment issues

Software Knowledge

- Tally erp 9
- Unite
- Quickbooks