



MUHAMMED SHAMIR. T

CONTACT



+971545485512



shamirhyder313@gmail.com



Al Tawwun, Sharjah

EDUCATION

BCOM

Bachelor of commerce

St.Aloysius international
University - India(2014-2017)

Higher Secondary School

Wadi Huda HSS,Kerala-India

PROFFESIONAL CERTIFICATION

Bachelor of International Office
Administration
Quick books
Arabic typing
Professional Diploma in Indian and
Foreign Accounting
C-DOT Computer Education

LANGUAGES

•English •Arabic •Malayalam
•Hindi

PERSONAL SKILLS

Customer Service
Teamwork & Leadership
Arabic typing and Arabic reading
Office Administration

Summary

Dedicated Accountant with experience in Accounting.Proactive and excited to partner with like-minded individuals to achieve Career goals.seeking a position to get professional exposure in hospitality and utilize my excellent organizational and time management skills for contributing to the success of the company.

Experience

YAEMCO FACILITIES MANAGEMENT, DUBAI, UAE

Jan 2024- Present)

Position-Assistant Accountant

Prepare Cash Book
Make Invoice and Voucher

RAQEEB COMPUTER TRADERS - AJMAN, UAE

July 2022- January 2023)

Position-Sales Officer cum Accountant

Provides timely market newsflow to internal and external clients
Client flow origination and relationship management
Execute trades and secure deals with new clients
Executes trades as directed by Company's approved clients
Prepared bank deposits, general ledger postings, and statements.
Entered key data of financial transactions in software.
Executed customer transactions, including deposits, withdrawals, money orders and checks.

ARAFA TRADING - INDIA (Kerala,Kannur)

April 2018-Decemeber 2021)

Position-Administrative Assistant cum Junior Accountant

Compiles weekly and monthly financial statements and reports.
Prepares and analyses balance sheets
Makes journal entries.
Handles the month-end and year-end closing process.
Manages accounts payable and receivables

Declaration

I do hereby certify that the above particulars furnished by me are true and accurate to the best of my knowledge.

Yours Respectfully,
Mohammed Shamir T