

# MOHAMMED ANSAB TA

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UAE Driving Licence No: 379625



## PROFESSIONAL SUMMARY

Resourceful employee with outstanding knowledge to develop and maintain healthy customer pipeline. Consistently works to attract new business opportunities. Talent in administrative oversight, recruitment processes and customer service improvements. Details-oriented with financial data and careful to follow accounting best practices and regulatory requirements. Helps drive financial improvements with reliable, accurate and compliant records for forecasting and business planning.

### SKILL

Problem-Solving  
Team Building  
Leadership

Social media marketing  
Accounting  
MS Office

### LANGUAGES

English  
Hindi

## PROFESSIONAL EXPERIENCE

### Masafi Diesel (Ajman)

2023-2024

#### Assistant accountant

Monitored accounts payable and receivable statuses, keeping financial records up-to-date. Generated invoices based on established accounts receivable schedules and terms. verified items billed against items received, following up with vendors to reconcile variances. Maintained company purchase and sales ledgers. Entered transactions into internal databases

### Siddhik CA Associate GST analyst

2022 - 2023

Maintained company purchase and sales ledgers. Supported accurate recordkeeping by properly documenting financial transactions. Participated in monthly, quarterly and annual audits. Reviewed customer invoices for accuracy and posted information to general ledger. Assisted in preparing monthly, quarterly and year-end tax returns.

## EDUCATION & CERTIFICATIONS

### Master of Business Administration

Majors: International Business

Canterbury Christ Church University-England Westford University-Sharjah (UAE)

### Certified Manager Program, Chartered Management Institute (CMI)

### Bachelor of Business

Administration Majors: Finance

Calicut University-Kerala(India)

## PERSONAL INFORMATION

Date of birth: 05/06/2000

Nationality: India

Marital Status: Single

Nationality: Indian

Passport: S5030397

Gender: Male