

MOHAMMED ZAIN

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Dubai

mhmmdzain43@gmail.com



EXPERIENCE

Accounts & Audit Assistant

Mubashir & co Chartered Accountant

20/05/23- 31/10/23 internship
(India)

- Conducted bank reconciliation processes, comparing bank statements with internal financial records
- Company books of accounts reflect the correct positions with regards to the transactions for the month

Admission counselor

Brightway.in pvt ltd

One year (part time)
(India)

- Decision support & Advising students
- Documentation clearing & Support strategic department and finance initiatives

Accounts and finance manager

Malabar Supermarket

One year (part time)
(India)

- Ensure accurate and prompt invoice processing to facilitate timely month-end closing and conduct thorough reviews of accruals to support timely payment processes
- Verify the accuracy of accounting records to correct any nominal account discrepancies
- Processed and reviewed invoices for accuracy, ensuring timely and correct payments to vendors

EDUCATION

ACCA papers cleared

Yenepoya University

- Accountant In Business
- Management In Accounting
- Financial Accounting
- Corporate & Business Law
- Performance Management
- Taxation

Masters of Business Administration

International Accounting and Finance

- International Financial Report
- International Accounting
(currently pursuing)
Sharda University

Bachelor of Commerce

International Accounting and Finance

01/2021 - 01/2024

- International Accounting
- Finance & Taxation
(Yenepoya University)

Parassini Higher Secondary School

12th commerce

01/2021 - 12/2021

- Secondary School

CHM Higher Secondary School

10TH

01/2019 - 01/2019

KEY ACHIEVEMENTS



J.P MORGAN

Investment Banking Virtual Experience Program.



GREAT LEARNING

Introduction to management

To obtain a challenging position that will have scope for continuous growth and will enforce me to use my optimum capabilities. I am always up to seeking challenging assignments and duties that offers growth opportunities towards organization and simultaneously improve myself.

English	Advanced	◆◆◆◆◆
Hindi	Advanced	◆◆◆◆◆
Malayalam	Native	◆◆◆◆◆

SKILLS

- Knowledge in IFRS, IAS
- Excel and MS word skills
- Knowledge in Tally Management skills
- Leadership qualities Time management

References

- Dr. Jeevan Raj
VICE-PRINCIPAL/
Yenepoya Institute
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- CA Mubashir & Co
Founder / CA
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