



MOHAMMED ANSAB TA

CONTACT

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Dubai, United Arab Emirates
driving Licence No: 379625

SKILLS

- Project Management
- Problem-Solving
- Team building
- Leadership
- Social media marketing
- Accounting
- Programme development

LANGUAGES

- English
- Hindi

PERSONAL INFORMATION

Date of birth: 05/06/2000
Nationality: India
Marital Status: Single
Nationality: Indian
Passport: S5030397
Gender: Male

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.

WORK HISTORY

- Assistant accountant 2023-2024
Masafi Diesel-Ajman (Uae)
 - 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
- GST analyst Siddhik 2022-2023
Associates-Kerala(india)
 - 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

- Master of Business Administration 2023-2024
Canterbury Christ Church University-England
Westford University-sharjah,Uae
- Bachelor of Business Administration(Finance) 2019-2022
Calicut University-Kerala(India)
- Certified Manager Program, Chartered Management Institute (CMI)