



MOHAMED JASIL

A results-driven professional with experience in accounting, customer service, and financial management. Skilled in handling financial transactions, tax compliance, and reporting, with a focus on accuracy and efficiency. Strong communicator and problem solver, adept at managing multiple tasks in fast-paced environments. Demonstrated ability to maintain compliance, provide excellent service, and support business decisions with a keen attention to detail.

CONTACT INFORMATION

- +971 562328149
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- apiasil@gmail.com
- United Arab Emirates

EDUCATION

BACHELOR OF COMMERCE | 2018

- Calicut University

DIPLOMA IN FINANCIAL ACCOUNTING | 2018

- Institute Of International Accountants (IIA)

HIGHER SECONDARY | 2015

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2013

- Board of Public Examination, Kerala, India

TECHNICAL QUALIFICATION

- Windows & MS office
- Tally ERP 9, Peachtree
- Accounting Software
- Online Money Transfer System

CERTIFICATIONS

AML/CFT & Due Diligence Training

- Special Reference to "The Anti-Money Laundering Regulations (Ref: 24/2000) of the Central Bank of UAE" (2023)

SKILLS

- Team Work
- Work Ethic
- Analytical skills
- Leadership Quality
- Decision-making
- Time Management
- Adaptability and Flexibility
- Problem Solving Ability
- Attention to detail
- Customer Service Excellence

WORK EXPERIENCE

CASHIER | 2021 – 2024

NATIONAL EXCHANGE COMPANY – ABU DHABI, UAE

KEY RESPONSIBILITIES

- Processed high-volume transactions efficiently, ensuring timely and accurate service.
- Maintained a cordial relationship with customers, addressing their inquiries and providing support.
- Managed the sale and purchase of foreign currencies through branches and exchange centers.
- Handled retail remittance transactions for various international destinations.
- Facilitated money transfers using online systems, including Western Union, Xpress Money, Instant Cash, and Transfast.
- Reconciled online accounts daily using the Symex System to ensure accurate financial records.

TELLER | 2019 – 2021

NATIONAL EXCHANGE COMPANY – ABU DHABI, UAE

KEY RESPONSIBILITIES

- Greeted and assisted customers to identify their specific needs, fostering repeat business through exceptional service and follow-up.
- Managed foreign currency transactions, including the sale and purchase of currencies at branches and local exchange centers.
- Facilitated retail remittance transactions across multiple countries.
- Delivered outstanding customer service in a friendly and professional environment to ensure customer satisfaction and retention.

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

AREAS OF EXPERTISE

- Cash Handling & Management
- Financial Reporting & Analysis
- Accounts Payable & Receivable
- Tax Preparation & Compliance
- Bank Reconciliation
- Data Entry & Record Keeping
- Cash Flow Management
- Financial Auditing & Documentation
- Budgeting & Forecasting
- Tax Planning & Advisory
- Inventory Management

DRIVING LICENCE DETAILS

Holder of Valid UAE Driving License
Date of Expiry: 06/11/2028

LANGUAGES

- English
- Malayalam
- Hindi
- Arabic

INTERESTS



Songs



Travelling



Reading

TAX AND MANAGEMENT ASSOCIATE | Jun 2019 – Oct 2019

NB ASSOCIATES

KEY RESPONSIBILITIES

- Assisted in the preparation of tax returns and ensured compliance with local tax laws.
- Analyzed financial data to support tax planning and management activities for clients.
- Provided advisory services on tax-related issues to clients in various industries.
- Coordinated with external auditors and government bodies to ensure timely and accurate tax filing.
- Maintained up-to-date knowledge of tax regulations and their impact on clients' financial strategies.

ACCOUNTANT | Apr 2018 – Jun 2019

AKBAR GROUP BENZY HOME CENTRE

KEY RESPONSIBILITIES

- Managed day-to-day accounting operations, including accounts payable and receivable.
- Reconciled financial statements, ensuring accuracy in financial reporting.
- Assisted with the preparation of monthly and annual financial reports.
- Monitored and maintained inventory and fixed asset records.
- Provided financial analysis and recommendations to improve operational efficiency.
- Ensured compliance with financial regulations and company policies.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 09/06/1997
Nationality : Indian
Marital Status : Married

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MOHAMED JASIL