

MAHAMMAD SALEEM AFTHAR



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Location: Sharjah, UAE

SKILLS

OPERATING SYSTEMS: WINDOWS

APPLICATION SOFTWARE: MS OFFICE

ACCOUNTING PACKAGES: PROFIT
ACCOUNTING SOLUTION, TALLY ERP

EDUCATIONAL QUALIFICATION

2018-2021: BACHELOR OF COMMERCE
B.COM, MANAGALURU UNIVERSITY
(69%)

2017-2018: PRE UNIVERSITY COLLEGE
THUMBAY (78%)

2016:S.SSLC NETHAJI HIGH SCHOOL
BANTWAL (66 %)

LANGUAGE KNOWN

ENGLISH

HINDI

MALAYALAM

ARABIC (BASIC)

KANNADA

PERSONAL INFORMATION

PLACE OF BIRTH: MANGALURU

DATE OF BIRTH: 28-11-2000

MARITAL STATUS: UNMARRIED

RELIGION: ISLAM

NATIONALITY: INDIAN

PROFESSIONAL SUMMARY

HEY, A DEDICATED AND MOTIVATED EMPLOYEE, HIGHLY ORGANIZED AND EFFICIENT IN PROFESSIONAL ACCOUNTING AND CASH HANDLING, WITH YEARS OF EXPERIENCE IN TRADING INDUSTRY, PROVEN EXCELLENT CUSTOMER SERVICE, WHILE ACCURATELY PROCESSING FINANCIAL TRANSACTION

WORK EXPERIENCE

ACCOUNTANT CUM CASHIER

AL JUSOOR SANDS & STONES TRADING LLC AJMAN UAE.

{FEB-2023 TO PRESENT}

- RESPONSIBLE FOR ANALYSING THE RECEIVABLE AND PAYABLE, CASH COLLECTION AND SYSTEMATIC RECORD KEEPING
- TAKING THE WEEKLY MONTHLY CUSTOMER STATEMENT, SENDING THE SAME TO THEM AND FOLLOWING PERIODICALLY
- HELPING IN PREPARING FINANCIAL STATEMENT, FINANCIAL TRANSACTION, REPORTING
- PROCESS OF INVOICE MANAGEMENT, Processing and preparing invoices, and following up on late payments
- PETTY CASH HANDLING AND COLLECTING CASH FROM CUSTOMER
- ASSIST WITH REVIEWING OF EXPENSES, PAYROLL RECORDS ETC. AS ASSIGNED
- PREPARE AND SUBMIT WEEKLY/MONTHLY REPORTS
- FOLLOWING UP THE CREDIT PAYMENT, SALES INVOICE, JOURNAL ENTRIES, DELIVERY NOTE PREPARATION, PURCHASE ENTRY, VOUCHER ENTRIES
- PAYROLL, SALARY PREPARATION FOR EMPLOYEES
- ATTENTION TO DETAILS, ANSWERING THE CUSTOMER QUERY, ANSWERING THEM POLITELY
- WORKING WITH BOOKKEEPING SOFTWARE, ONLINE SPREADSHEETS, AND DATABASES
- ASSIST SENIOR ACCOUNTANTS IN THE PREPARATION OF MONTHLY/YEARLY CLOSINGS
- ASSIST WITH OTHER ACCOUNTING PROJECTS

CASHIER CUM JUNIOR ACCOUNTANT

ARMAN FOOD STUFF TRADING B.C ROAD MANGALURU,

{2020-SEP TO 2023 JAN}

- UPDATE ACCOUNTS RECEIVABLE AND ISSUE INVOICES
- UPDATE FINANCIAL DATA IN DATABASES TO ENSURE THAT INFORMATION WILL BE ACCURATE AND IMMEDIATELY AVAILABLE WHEN NEEDED
- PROVEN EXPERIENCE AS A JUNIOR ACCOUNTANT
- EXCELLENT ORGANIZING ABILITIES
- GREAT ATTENTION TO DETAIL
- GOOD WITH NUMBERS AND FIGURES AND AN ANALYTICAL ACUMEN
- GOOD UNDERSTANDING OF ACCOUNTING AND FINANCIAL REPORTING PRINCIPLES AND PRACTICES
- PASSING JOURNAL ENTRIES, PURCHASE SALES ENTRIES
- RESPONDING CUSTOMER QUERY AND FOLLOWING UP PAYMENTS
- RESPONSIBLE FOR ANALYSING THE RECEIVABLE REPORT
- PETTY CASH HANDLING, MAINTAINING THE EXPENSE REPORT
- CASH HANDLING AND PROBLEM SOLVING, COLLECTING CHEQUES AND CASH
- ANSWERING THE CUSTOMER QUERY, PRICING AS PER QUOTATION