

MOHAMMED SUFIYAN

ACCOUNTANT / PUBLIC RELATIONS OFFICER

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CAREER OBJECTIVE

To obtain a challenging position where my creativity, problem-solving skills, and experience in designing engaging and user-friendly interfaces can be utilized to enhance user experiences and drive business objectives.

PROFESSIONAL EXPERIENCE

ACCOUNTANT

Daily Help Cleaning Services LLC, Dubai, UAE.

Feb 2022- Dec 2024

- Performed day to day financial transactions including verifying, classifying, computing and posting and recording accounts and receivable accounts.
- Manage the petty cash transactions and follow up with the sales team for the credit customers.
- Performed general accounts analysis and reconciliations including bank & Vendor reconciliation.
- Post-dated cheques scanning and remittance, Forecasting and budgeting.
- Make Payments & set up bill payments plans, process cash & cash reimbursements requests and issue refunds.
- Manage Petty cash transactions and follow up with sales team for the credit customers.
- WPS Processing, End of Service, Maintaining VAT Files and implementing in the FTA Portal.

PUBLIC RELATIONS OFFICER

Daily Help Cleaning Services LLC, Dubai, UAE.

Feb 2022- Dec 2024

- Handle the legal paperwork and documentation of a company.
- Helps in business Approvals, Employee visa services, implementation of government mandates and license renewal.

ACCOUNTS ASSISTANT/ OFFICE ASSISTANT

KH Exports and Imports Pvt Ltd

Sep 2020- Sep 2021

- Handling Accounting, Inventory and Orders.
- Bank reconciliation and vendor reconciliation.

EDUCATION

Thiruvalluvar University

2015- 2018

- Bachelor of Science in Mathematics with Distinction, Abdul Hakeem College.

TECHNICAL COURSES

- Completed CABA-MDTP (**Diploma in Business Accounting, Computer Applications and Multilingual DTP**)
- Passed "CCC" (Course on Computer Concepts)
- Diploma in Urdu Language

LANGUAGES

- English, Tamil, Malayalam, Hindi, Urdu & Arabic (Basic).

SKILLS

- Problem Solving, Team Work, MATLAB, Tally ERP 9, Odoo Accounting Software, Leadership, Time Management, Critical Thinking, Adaptability.