



PROFESSIONAL SUMMARY

Experienced **Accountant & Cashier** with expertise in financial transactions, cash handling, and account reconciliation. Skilled in maintaining accuracy, ensuring compliance, and optimizing financial processes. Seeking to contribute my expertise to enhance efficiency, transparency, and operational success in a dynamic organization.

PERSONAL INFO

Contact : 0564679345
Email : ijasmujeeb38@gmail.com
DOB: 22/09/1999
Location: Sharjah, U.A.E
Nationality: Indian

COMPETENCIES

- Efficient Financial Reporting & Analysis Skills
- Effective Cash Flow Management Strategies
- Accurate Account Reconciliation Processes
- Proficient Payroll Administration Systems
- Strategic Budgeting & Forecasting Techniques
- Exceptional Customer Service & Payment Processing Skills
- Advanced Financial Modeling & Forecasting
- Detail-Oriented Tax Compliance & Filing

I.T SKILLS

- MS office (Word, Excel, PPT)
- Zap
- Tally
- Zoho

EXPERT IN

- Financial Reporting & Analysis
- Account Reconciliation
- Budgeting & Forecasting
- Cash Flow Management
- Payroll Administration
- Internal Controls & Compliance

EXPERIENCE

ACCOUNTANT

AL RASA PEST CONTROL & BLDG CLEANING, SHARJAH, UAE | 2024

- Overseeing financial reporting and reconciliations to ensure accurate records.
- Managing accounts payable and receivable, ensuring timely payments and collections.
- Preparing monthly and annual financial statements for review.
- Monitoring cash flow, budgeting, and forecasting to ensure stability.
- Assisting in tax preparation and ensuring compliance with financial regulations.
- Collaborating with auditors for smooth audit processes and resolving discrepancies.

ACCOUNTANT ASSISTANT

UNIQUE BUSINESS, KOLLAM, KERALA, INDIA | 2023 – 2024

- Supporting preparation of financial reports and ensuring accuracy in records.
- Assisting in payroll processing and managing employee reimbursement accounts.
- Coordinating with accounting team for timely filing of tax returns.
- Updating ledger and reconciling bank statements regularly.
- Maintaining financial documents and ensuring compliance with policies.
- Assisting with budget preparation and monitoring performance.

LANGUAGES

- English (Read, Write & Speak)
- Malayalam (Read, Write & Speak)
- Hindi (Read, Write & Speak)
- Tamil (Speak)

CASHIER & ACCOUNTANT ASSISTANT

NEW HEIGHTS TECHNOLOGIES L.L.C, DUBAI, U.A.E | 2021 – 2023

- Managing daily cash transactions and providing accurate change.
- Assisting with bookkeeping and account entries, ensuring accuracy in records.
- Handling customer inquiries and processing payments via channels.
- Reconciling cash drawers and preparing deposit reports for submission.
- Assisting with financial reporting, including accounts payable and receivable.
- Coordinating with finance team to manage budgets and improve processes.

CASHIER

H..H.Y.S INFRAMART L.L.C , KOLLAM, KERALA. INDIA | 2021 – 2022

- Processing sales transactions accurately and efficiently.
- Maintaining accurate cash registers and reconciling end-of-day balances.
- Providing excellent customer service and resolving payment queries.
- Ensuring receipts, refunds, and exchanges are handled in compliance.
- Balancing cash drawer and preparing deposit reports.
- Assisting in inventory management and restocking merchandise.

EDUCATIONAL QUALIFICATIONS

B.COM

GLOCAL UNIVERSITY, INDIA | 2017 – 2020

HIGHER SECONDARY EDUCATION

BOARD OF HIGHER SECONDARY EXAMINATION, KERALA, INDIA | 2015 - 2017

OTHER INITIATIVES

- **Club Treasurer** | Yuva Youth Club, Kerala, India | Managed budgets, funds, and financial records. | **2019**
- **Finance Committee Member** | Onam Programme in college | Handled event budgeting and expense tracking. | **2019**
- **Finance Competition Participant** | Commerce department | Engaged in budgeting and financial analysis | **2018**

DECLARATION

“I hereby declare that the above information is true and correct to the best of my knowledge and belief”

Ijas Muhammed