



**Jasmin Muhammed**

SHARJAH, U.A.E.

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**OBJECTIVE** To get a challenging position in a growth-oriented company, where I can apply the knowledge , skil and experience I have acquired for growth of my prospective employer and for my personal development.

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**SKILLS &  
ABILITIES**

- Have 1 years of experience in Accounts, & Administration in UAE.
  - Well versed in MS Office Applications, Tally & other customized accounting software.
  - Resourceful in completing assignments / projects in time & efficient in multi-tasking.
  - Detail oriented, efficient & organized professional with an extensive experience of international accounting standards, general administration.
  - Possess strong analytical & problem solving skills, with an ability to take right decisions at right time.
  - Excellent communication skills in English, Hindi, Arabic, and Malayalam.
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**EXPERIENCE**

**SABAH RADIATOR INDUSTRIES SHARJAH , UAE.**

MAY 2012- March 2013

- Handling daily accounting activities using accounting software.
- Handling invoices and payments. Maintain Inventory records.
- Reconciliation of bank, suppliers and client accounts.
- Preparing vouchers and reports. Ensure all transactions are recorded as per accounting principles & policies.
- Maintain petty cash book and handling petty cash

**COMPUTER AND ADDITIONAL KNOWLEDGE:.**

- Diploma in Multilingual Office Automation & Financial Accounting.
  - Tally ERP 9
  - Hands On M.S Office
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**STRENGTH:**

- Ability to learn quickly
- Can work with multi lingual people.
- Experience in working with multiple environments.
- Ability to adjust with changing environment.
- Leadership

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**EDUCATION****M.COM WITH FINANCIAL ACCOUNTING.**

MADURAI KAMARAJ UNIVERSITY (2018).

**B.COM WITH CO-OPERATION.**

KERALA UNIVERITY (2010)

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**LANGUAGE****English, Hindi, Arabic, and Malayalam.**

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**PASSPORT DETAILS :**

<b>Passport No</b>	<b>K3400599</b>
<b>Date of Issue</b>	<b>25-04-2012</b>
<b>Date of Exp</b>	<b>24-04-2022</b>
<b>Place of Issue</b>	<b>Passport Office Trivandrum,Kerala,</b>
<b>Visa Status</b>	<b>Husband Visa</b>

**DECLARATION:**

I hereby declare that the above-mentioned statements are true to the best of my knowledge

(Jasmin Muhammed)