



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, skill and experience I have acquired for growth of my prospective employer and for my personal development.

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.

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 ADITIONAL 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

EDUCATION **M.COM WITH FINANCIAL ACCOUNTING.**
MADURAI KAMARAJ UNIVERSITY (2018).
B.COM WITH CO-OPERATION.
KERALA UNIVERITY (2010)

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

PASSPORT DETAILS :

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

DECLARATION:

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

(Jasmin Muhammed)