

CURRICULUM VITAE

MOHAMED YASIN. M

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Passport No : R0244022
Visa Type : Employment Visa
Position : Accountant



CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in professional growth while being resource full, innovative and flexible. Willing to work as a key player in challenging and creative environment.

EDUCATION DETAILS:

COURSE	INSTITUTE	YEAR OF PASSING	BOARD UNIVERSITY	PERCENTAGE
S.S.L.C	Jevanatham Higher sec school Pondicherry	2012	State Board	75 %
HSC	Jevanatham Higher sec school Pondicherry	2014	State Board	70 %
B.Com	Tagore Arts Collage Lows pet Pondicherry	2014-2017	Pondicherry University	67 %

PROFESSIONAL PROFILE:

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem resolving skills with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Resourceful in the completion of projects, effective at multi-tasking.

EXPERIENCE, ROLES & RESPONSIBILITIES:

Worked as an Part Time **Assistant Accountant** in **Apollo Pharmacy** at Pondicherry, India
Period: 2014 to 2017

Worked as an **Assistant Accountant** in **Tarmal Industries** at Pondicherry, India.
Period: May 2017 to May 2018

Working: Qamer Al Waha General Maintenance Contracting Al-Ain , Abu Dhabi Emirate.
(Started from – June 24th -2018 to the Present)

- **Position : Accountant General**
- **Software : Tally ERP-9**

Following activities are in my Scope of Work:

- Preparing of updated Trial balance and preparing updated outstanding statement for every month calculating from the due date and classifies the same by ageing.
- Preparing the sales invoices.
- Analysis the bank statements.
- Preparing the vat filling work.
- Reconciling the bank statements.
- Calculating of Tax Deduction at Source (Deduction and remittance).
- Control over the stocks.
- Finalizing the book of accounts, Co-coordinating with Auditors for the same. Filing Sales-tax monthly returns.
- Request the suppliers to send the statement on monthly basis for making payments followed by the reconciliation
- Matching original invoices and requests for payment with internal purchase orders or check requests.
- Preparation of payables outstanding statements on weekly basis and asking for Supplier SOA.

TECHNICAL STRENGTHS:

- Accounting software (Tally Erp-9)
- Microsoft office application (Excel, Word)
- COA

PERSONAL DETAILS:

- Name : Mohamed Yasin
- Father's Name : Mohammed Thilavar
- Date of Birth : 12/09/1996
- Gender : Male
- Nationality : Indian
- Religion : Muslim
- Marital Status : Single
- Languages : Tamil , English & Malayalam (Basic)

DECLARATION:

I hereby declare that all the above – furnished details are true to the best of my knowledge.
Available On Request.

Thanking you,

DATE :

Yours faithfully

PLACE : AL AIN

(MOHAMED YASIN.M)