



Muhammed yasar

Email : yasaranakal@gmail.com

Mobile : +971558840456

CAREER OBJECTIVE

Enthusiastic Commerce Graduate cum Professional Book keeper Seeking a Financial Management role in a dynamic organization, to contribute my expertise in the field of Commerce, Financial Management, Management Reporting, Budgeting and Forecasting and Accounts to contribute to the organizations growth and competitiveness and to chart a mutual growth path.

EXPERIENCE

- **4 years' Experience as an Accountant with VAT knowledge in Oriana Hospital one day surgical ,Sharjah(2015-till date)**

Job Responsibilities:

- ◆ Preparation of Daily Sale reports to the Management.
- ◆ Performing bank reconciliation.
- ◆ Preparation of bank reconciliation statement.
- ◆ Passing VAT entries and knowledge in return filing.
- ◆ Preparation of Revenue share and commission calculation for doctors.
- ◆ Handling & Preparation of Petty cash Analysis.
- ◆ Preparation of Payroll at the end of the month.
- ◆ Assist in Auditing.
- ◆ Preparation of Leave & Final settlement calculations.
- ◆ Preparation of payment vouchers & receipts Vouchers.
- ◆ Preparation of Suppliers Payments.

- ◆ Review and reconcile payments from insurance companies.
- ◆ Reconcile and agree the inter-company balances.
- ◆ Recording and allocation of all debtor receipts
- ◆ Maintaining fixed assets file with all supporting documents.
- ◆ Extensive reconciliation skills
- ◆ Computer literate in Microsoft products.

KNOWLEDGE

- Experienced in Healthcare Accounts
- Experienced in Accounts Receivable section
- Experienced in Accounts Payable Section
- Experienced in Administration Works
- Experienced in ERP Packages
- Experienced in payroll

QUALIFICATION

Education	Institution	Year	Percentage
➤ MBA	Sree Narayana Guru institute	2014-2016	75%
➤ B.Com	Kannur University.	2013-2015	60%
➤ H.S.E	Bandadka Higher Secondary School	2010-2012	60%
➤ S.S.L.C	Bandadka Higher Secondary School	2009-2010	80%

STRENGTHS

- Hard working and result oriented.
- Independent and Multitasking and a Good Leader.
- Ability to work under pressure.
- Excellent Accounting Background.
- Good team player and Good communication skills

- Co-ordination with all the works.
- Willing in solving problems

IT SKILLS

- Very Proficient in Ms Office packages including EXCEL, Power Point and MS Word.
- Easy and fast learner of any new ERP and software packages.
- Exposed to operating under multiple accounting environment- Tally, eclinic, hospycare.
- Easy and Fast Typewriting.

PERSONAL INFORMATION

Name	: Muhammed yasar
Surname	: Hameed M
Date of Birth	: 30/03/1991
Nationality	: Indian
Marital Status	: Single
Visa	: Employment Visa (Need 30 days' notice period for joining)
Mobile Number	: +971558840456
Passport Number	: L2646137

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Muhammed yasar