



Jasmin Muhammed

SHARJAH, U.A.E.

0545393329

Jasminmuhammed32@gmail.com

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 3 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

RAYHA AUTO SPARE PARTS TRADING, AJMAN, UAE.

MAY 2020 - 2022

- Worked as an Administrative Assistant.
- Handling invoices and payments.
- Keeping records.
- Managing customers.
- Petty cash handling.

COMPUTER AND ADITONAL KNOWLEDGE:

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

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	V6425179
Date of Issue	16/04/2022
Date of Exp	15/04/2032
Place of Issue	DUBAI
Visa Status	Husband Visa

DECLARATION:

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

(Jasmin Muhammed)