

MOHAMMED SAJJAD ASHRAF



PROFILE

To be able to work and be a part of your prestigious company that would further enhance the knowledge and the discipline built in me and would give me an opportunity to learn and handle new things and tasks.

CONTACT

PHONE:
+971-569394406

LOCATION:
Deira, Dubai

EMAIL:
sajju3388@gmail.com

LANGUAGES

- I. ENGLISH
- II. HINDI
- III. MALAYALAM

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 11- 07- 1997
Marital Status : Single
Visa Status : Visit Visa
Passport No : T3467822

EDUCATION

- MBA - Finance, Pondicherry University
2019 - 2021
- B.com, Kannur University
2016 – 2019
- E – Accountant Course From Spectrum Computers , Kannur
- Certified Digital Marketing Executive

WORK EXPERIENCE

SAFCO SCRAP TRADERS-ACCOUNTANT 2019–2021

- Preparing accounts and journals.
- Handling petty cash and day to day expenses.
- Keeping account books and systems up to date.
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Manage balance sheets and profit/loss statements
- Using digital systems to keep records and create payments
- Produce error-free accounting reports and present their results
- Prepare asset, liability, and capital account entries by compiling and analyzing account information

COMPUTER SKILLS:

- Tally Erp / Quick Book / Peach Tree
- Microsoft Office (MS Word, Excel & PowerPoint)
- Internet Browsing and any Software Installation
- Email and other Social Medias on Internet

DECLARATION:

I Hereby Declare that the above given information are true to my best of Knowledge and belief.