

## CURRICULUM VITAE

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### **MOHAMMED HUZAIFA MARNE**

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### **CAREER OBJECTIVE:**

Seeking a challenging position in a reputed firm that would help me to utilize my skills and help me to grow as an individual to deliver more and more for the company's growth. Keen to find a challenging position within an exciting employer where I will be able to continue to increase my work experience & develop my abilities.

### **ACADEMIC QUALIFICATION:**

- **BBA** : **BBA (Bachelor Business of Administration)**  
Alpha Institute of Management & Technology Science  
Karnataka India
- **PUC** : **PUC (Pr-University Certificate), RNS Pre-University,**  
Murdeswar, Karnataka. India
- **SSC** : **SSC (Secondary School Certificate), National High School,**  
Murdeswar, Karnataka. India

### **Computer Skills:**

Comfortable Working Knowledge of MS Word, MS Excel, MS Access, MS Power point, Internet Explorer, etc.

### **Experience Details:**

**Working as Accountant in Bait Al Mandi OFFICE Al Barsha, Dubai-UAE from Oct 2016 till Jan 2021.**

### **Key Accomplishments:**

- Preparing accounts receivable invoices and following up the payments.
- Processing accounts payable checks on a monthly basis.
- Reviewing expense reports and advances
- Managing petty cash transaction on a daily basis.
- Maintaining books of accounts in ERP software.
- Processing salaries and internal audit.
- Maintaining hard copies of all documents and verified regularly
- Invoice handling and filing of documents in a systematic manner.

- Preparing & sending Monthly & Daily Statement of Sales analysis.

Worked as **Accountant in Al Bahar Trading L.L.C** Manama- Kingdom of Bahrain from **Sept 2014** till **March 2016**.

#### **Key Accomplishments:**

- Preparing accounts receivable invoices and following up the payments.
- Processing accounts payable checks on a monthly basis.
- Preparing & sending Monthly & Daily Statement of Sales analysis.
- Review/preparation of all expenses with all supporting documents.
- To monitor Cash Sales & petty Cash.
- Invoice handling and Filing of documents in a systematic manner.
- Voucher creation and handling for both payments and Receipts

Worked as **Accountant in Fahad Al Sharq Real Estate**, Dubai- UAE for the period of 1 year From **June- 2013** till **June-2014**.

#### **Key Responsibilities**

- Preparing & sending Monthly & Daily Statement of Sales analysis.
- Attending Customer enquiries.
- Review/preparation of all expenses with all supporting documents.
- To monitor Cash Sales & petty Cash.
- Invoice handling and Filing of documents in a systematic manner.
- Voucher creation and handling for both payments and Receipts.

#### **Professional Skills.**

- Familiar with all cash handling & Credit card payment procedures.
- The motivation to learn new knowledge and skills.
- Well versed knowledge in Ms. Office and Basic Windows.
- Good communication skills.
- Petty Cash Handling and Inventory management.
- Assisted customers in finding their requirements.
- Organized display models.