

CURRICULUM VITAE



MUSAMMAL SAIDUMOHAMED

MOBILE UAE: +971565675844

E-MAIL: muzammil.vs006@gmail.com

PASSPORT NO: M0236574

ADDRESS:

Valaparambil House

Po: Edamuttam, Thrissur, Kerala, India

Pin: 680568

PERSONAL DETAILS:

- DATE OF BIRTH & AGE: 17th NOVEMBER, 1993 & 28
- SEX: Male
- NATIONALITY: Indian
- MARITAL STATUS: Single
- BLOOD GROUP: A +ve

CAREER OBJECTIVE

Obtain a challenging job in the financial department of a reputed organization, which will enable me to continue to utilize my education, experience, problem solving, analytical skills, management expertise, and innovative ideas to achieve time bound results and to drive the organization and myself towards greater heights.

EDUCATIONAL PROFILE

COURSE	INSTITUTION	UNIVERSITY/BOARD	YEAR OF PASSING
MBA	ST. Aloysius college, elthuruth	Bharathiar University, Coimbatore	2016
B. Com	Vidyabhavan Arts college, Edamuttam	University of Calicut	2014

LANGUAGES:

- Malayalam
Read/Write/Spoken
- English – Read/Write/Spoken
- Hindi - Read/Write/Spoken
- **Arabic** – Read/ Spoken

ADDITIONAL COURSES & ACHIVEMENTS

- Driving License – **Saudi** & India
- Accounting Package: SAP
- System operating Package: MS-Office
- Diploma in Graphic Designing's

EXPERIENCE

- As an Accountant in Fora Trading Corporation, Ernakulum, Kerala, India for 2 year (2015 to 2017)
- As an Accountant in Lulu Group International, Jeddah – KSA last 2.2 Year (October 2017 to December 2019)
- As an Accountant and Marketing Executive in Fora Trading Corporation, Ernakulum, Kerala, India (2020 January 10th to 2021 October 31st)

EXPERIENCE ROLES

- Vendor Cheque payments and vendor Dealings regarding of Payments
- Invoice posting (Supplier Purchase and Consignment)
- Calculating Stock ageing's and Vendor Payment Ageing's
- Customs Clearance Invoice posting
- Petty Cash Dealing (Cash payments)
- Journal Entries and Ledger Settings
- Bank transaction payment to supplier (Online Banking)
- Customs payment by bank
- Bank Reconciliation
- Payroll Preparation
- Travels, Hotel and Promotional Expense booking and Tracking
- Invoice Ledgers and payment Parameter settings
- TT Entries posting (Payment by Tele transfer by Bank)
- Float and change preparing &issuing in daily
- Cashier closing & change closing in daily
- Exchange bill checking in customer service in daily
- Filling of all cashier read & credit card in monthly.
- Sales details sending to auditor &cash in charge in daily wise.
- Batch preparation in excel.
- Credit card batch wise entry posting in SAP in daily wise
- Cash deposit entry posting in SAP
- Sale posting in SAP in daily.
- Posting Bank entry in SAP daily
- To Maintain Cash and Bank Book in ERP
- Bank Reconciliation

- Deal with daily transactions for the petty cash and ensure that reconciliations are completed daily basis
- Expenses Bills entering and posting journal entries in ERP
- Preparation of Invoice and maintaining the invoices
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Verify, allocate, post and reconcile accounts payable and receivable
- Spot errors and suggest ways to improve efficiency and spending
- Assist with tax audits and tax returns
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Liaise with our Financial manager and Accounting manager to improve financial procedure

KEY SKILLS

- Good communication and interpersonal skills.
- Good time management skills
- Ability to work under pressure
- Creativity in solving problems
- High commitment in teamwork
- Able to maintain good relationship with peer group and social

HOBBY:

- Listen Music
- Play Badminton
- Play Football and Cricket

AREAS OF INTEREST:

- Finance department
- HR Management
- Office related
- Operational department
- Marketing department
- Front end manager

SPECIALIZATION:

- HR Management
- Finance
- Marketing
- Operational department

REFERENCE: -

DECLARTAIION

I hereby declare that particulars given above are true and correct to the best of my knowledge and belief.

Place :-

MUSAMMAL.V. S

Dubai, UAE.

Date: 27.011.2021