

MOHAMED MAFAAZ

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DOB: 20/01/1999 | **Nationality:** Indian

Visa type: Visit | **Visa Expiry:** Mar 2022

Passport No: U6927645



Objectives

To be a successful professional in Accounting and finance by joining an organization that would provide me opportunities to widen up my skills to grow and expand within the organization.

Work Experience: Total 2Yrs



ACCOUNT ASSISTANT & OFFICE EXECUTIVE

JANSEVA CO-OPERATIVE CREDIT SOCIETY LTD | India

Nov 2019 – Nov 2021

Roles and Responsibility

- ✓ Provided assistance to auditors to facilitate the completion of the preliminary and year-end auditing of company's finances.
- ✓ Supervised company's entire accounting procedures including compiling data, posting and correcting journal and ledger entries, preparing financial reports and reconciling all accounts.
- ✓ Verifying the transactions on daily basis and maintain journals, ledgers and other supporting documents.
- ✓ Keeping financial control records for expenditure, allotments and receipts etc.
- ✓ Managing the receipts and deposits of cash bank transactions.
- ✓ Reviewed assets, net worth, liabilities, surplus inventory, and income/expense information to reconcile client accounts accurately to eliminate discrepancies.
- ✓ Prepare the timely and accurate financial statements and reports for senior management.
- ✓ Branch operational management, branch sales and service, compliance handling, cash, jewels and locker handling.
- ✓ Monitoring cash in hand, petty, cash, PDC's, bank accounts etc.
- ✓ Organize office and assist associate in ways that optimize procedures.
- ✓ Schedule and plan meetings and appointments.
- ✓ Resolve office-related malfunctions and respond to request or issues.
- ✓ Perform general administrative tasks, including answering and directly phone calls, email correspondence, faxing, filing, meeting minutes, mailing and deliveries and coordinating meeting room calendars.

Awards & certificate

Best performer of the year | 2020-2021

Janseva co-operative credit society ltd | India

Education Qualification

- ✓ Completed Master's degree in **MBA(International Business)** at **Annamalai University** during 2019 -2021 (Distance) - 1st Class
- ✓ Completed Bachelor's degree in **BSC(Computer Science)** at **Bharathidasan University** during 2016 -2019 - 1st Class

Skills

- ✓ Accounting and bookkeeping
- ✓ Multi-Task management
- ✓ Flexible team player
- ✓ Time management
- ✓ Proficient typing and transaction
- ✓ Customer service
- ✓ Accuracy and attention

Technical Skills

- ✓ Microsoft Office
 - Word
 - Excel
 - Power point
- ✓ Accounting Packages
 - SNS
 - Tally.ERP-9
- ✓ Computer Proficient

Languages Known

- ✓ English
- ✓ Tamil

Thanks & Regards
MOHAMED MAFAAZ
Dubai