




MUHAMMED YASEEN OK

ACCOUNTS&FINANCE

 Dubai, U.A.E

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DOB: 25/01/2001

VISA STATUS : visit visa

TECHNICAL SKILLS

- SAP FICO
- TALLYPRIME
- EXCEL ACCOUNTING
- GST&GULF VAT
- QUICKBOOKS
- SAGE ACCOUNTING
- MS OFFICE

RELEVANT SKILLS

- Problem solving & decision making
- Creative thinking
- Verbal & written communication skills

LANGUAGES


- ENGLISH
- HINDI
- MALAYALAM
- ARABIC

PROFESSIONAL PROFILE

I seek challenging opportunities where I can fully use my skills for the success of the organisation.

WORK EXPERIENCE

ASSISTANT ACCOUNTANT, CASHIER&BILLING (MAR 2022-AUG 2022)

 Monalisa
Kerala, india

RESPONSIBILITIES

- Record all accounting transactions
- Reconcile account payable and receivable
- handle daily cash inflows
- handling billing sections
- Maintain cash & bank transactions

EDUCATION HISTORY

BACHELOR OF BUSINESS ADMINISTRATION

Institution: Kannur University

Year of Graduation: 2021

- FINANCE ACCOUNTING
- HUMAN RESOURCE MANAGEMENT

PDIFAS (PROFESSIONAL DIPLOMA IN INDIAN & FOREIGN ACCOUNTING -SAP FICO

Institution : G TEC COMPUTER EDUCATION

BOARD OF HIGHER SECONDARY EXAMINATION

AKGMGHSS PINARAYI

COMMERCE

CERTIFICATIONS

- ★ SAP STUDENT ACADEMY PROGRAMME (FICO)
- ★ TALLY INSTITUTE OF LEARNING
- ★ INTERNATIONAL ASSOCIATION OF BOOK KEEPERS (IAB)
- ★ QUICKBOOKS
- ★ MS OFFICE SPECIALIST