



# MOHAMMED RAZIQ AR



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Burj nahar , Deira , DUBAI

## CAREER OBJECTIVE

Avid professional with over 2 years of experience in Accounting, Customer satisfaction and sustainability. Hands on experience in Accounts preparation, Accounts Receivable, Accounts payable and Tax returns. Detail oriented, efficient an organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with ability to make well thought out decis.

## LANGUAGES

- English
- Hindi
- Malayalam
- Kannada
- Tamil

## SKILLS

- Problem solving
- Tally ERP 9
- Peachtree
- Advance Excel
- Dac Easy
- MS Office
- Customer Service
- Time Management

## INTERESTS

- Travel
- Cooking
- Sports

## WORK EXPERIENCE

### Accountant

#### DIAMOND SOFT TECH , DUBAI /Sep, 2022 - Present

Collected and Analyzed client's data and financial transactions documenting accounting control procedures.

maintained financial records and ensure proper recording of operations required to the financial workflow.

Ensured process compliance and accomplish other tasks relevant to monetary policies,regulations,and legislation.

Produce profit and loss statement and other financial reports,including audit vendor list price.

Prepared month-end Balance sheet reconciliations including but not limited to recording transactions,creating reports,tracking income,and checking expense figures for accuracy and legitimacy

### Billing / Cashier

#### CM Construction /Jan, 2021 - Apr, 2022

Greeted customers upon their entry into the store and helped them with any questions and concerns.

Operated a checkout lane and associated retail equipment, including scale, barcode scanner, belt, and cash register.

Performed all checkout procedures quickly and accurately each time, while also promoting the store credit card to customers.

Assisted sales floor staff with stocking shelves , keeping front lanes tidy, and assisting guests when needed.

## EDUCATION

**SSLC** Karnataka higher Primary Board /May, 2015 - Apr, 2016

**Pre University** Rosamestica Secondary Pre University /May, 2016 - Mar, 2018

**BBA (Bachelors of Business Administration)** Mangalore university /Apr, 2018 - Jan, 2020

## SELF DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

MOHAMMED RAZIQ AR