

MOHAMED JASIL

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U.A.E



PROFILE SUMMARY

Experienced in finance and customer service, with strong communication skills and attention to detail. Proficient in tax research, financial statements, and compliance, with strong analytical and communication abilities. Detail-oriented financial professional, skilled in record-keeping, reporting, and managing accounts, with knowledge of budgeting and tax regulations.

EMPLOYMENT CHRONICLE

TELLER/CASHIER | Nov 2019 – present

NATIONAL EXCHANGE COMPANY – ABU DHABI

KEY RESPONSIBILITIES

- Managed an average of 100 daily transactions involving foreign currency exchange and money remittance, ensuring excellent service quality.
- Provided friendly and professional customer interactions, starting with greeting customers upon entering the store and determining their specific requirements.
- Handled incoming phone calls, addressing customer inquiries, resolving issues, and providing detailed product information.
- Trusted with the responsibility of being one of the key holders, involved in the opening and closing of the store
- Maintained strict confidentiality of records and client information.

TAX AND MANAGEMENT ASSOCIATE | Jun 2019 – Oct 2019

NB ASSOCIATES

KEY RESPONSIBILITIES

- Update and maintain accurate accounting journals, ledgers, and other financial records to document business transactions.
- Implement liquidity management strategies to ensure a healthy availability of cash flow.
- Regularly update aging reports for debtors, creditors, and outstanding balances to facilitate collection and payment coordination.
- Prepare bank reconciliations and reconcile accounts receivable and accounts payable.

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE | 2018

- Calicut University

DIPLOMA IN FINANCIAL ACCOUNTING | 2018

- Institute Of International Accountants (IIA)

HIGHER SECONDARY | 2015

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2013

- Board of Public Examination, Kerala, India

TECHNICAL QUALIFICATION

- windows & MS office
- Tally ERP 9, Peachtree
- Accounting Software
- Online Money Transfer System

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & Email	★★★★★

LANGUAGES KNOWN

English		80 %
Malayalam		100 %
Hindi		95 %
Arabic		75 %

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 09-06-1997
Nationality	: Indian
Marital Status	: Married

DRIVING LICENCE DETAILS

- Holder of Valid **UAE** Driving License
Date of Expiry: 05/10/2023

INTERESTS



Songs



Travelling



Reading

ACCOUNTANT | Apr 2018 - Jun 2019

AKBAR GROUP BENZY HOME CENTRE

KEY RESPONSIBILITIES

- Take charge of managing all accounting transactions within the organization.
- Prepare budget forecasts to provide insights into future financial planning and decision-making.
- Ensure timely publication of financial statements, adhering to reporting deadlines.
- Oversee monthly, quarterly, and annual closings to ensure accurate and timely completion of financial reporting periods.
- Manage balance sheets and profit/loss statements, maintaining their accuracy and integrity.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RESUME CONSULTANT