

MOHAMMED MIHARAS PJ

SUPPORT EXECUTIVE

CONTACT DETAILS

+971 523248611

miharasmohammed@gmail.com

DUBAI, UAE

SKILLS AND EXPERTISE

- Management Skills
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Payment Card Processing
- Finalization of Accounts
- General Accounting
- Controlling and Arrangement of Finance
- Co-ordinating with Internal Auditors
- Inventory Management
- Participated in Internal & External Auditing
- Good & Neat Communication Skill
- Hardworking

COURSES & CERTIFICATES

- Advanced Diploma in Manual Accounting
- Advanced Diploma in Computerized Accounting
- Microsoft Office Specialist
- Tally ERP 9, Tally Prime

LANGUAGE

- ENGLISH
- HINDI
- MALAYALAM

PERSONAL PROFILE

- Date of Birth : 16 Sep 1999
- Sex : Male
- Nationality : Indian
- Passport No : S0890209
- Marital Status : Single

PROFILE

My desire is to create a truly competitive arena where ever I work. I want to bring my enthusiasm and sense of confidence to the organization and to the people I work with. My working experience has taught me crucial lessons on leadership and teamwork. I do want to challenge for a better version of mine. Know how to handle and deal with different types of people and circumstances. Always ensure to put more effort as a team player to achieve business goals and objectives.

WORK EXPERIENCE

LULU INTERNATIONAL EXCHANGE [2021 – PRESENT]

SUPPORT EXECUTIVE

- On boarding and processing various organizations' payrolls with UAE Central Bank electronic payment systems.
- Maintaining a large volume of data and making reports for cultivating strong value added relationships with customers, driving Business development and profit potential.
- Assisting customers via mail, or telephone with quick and accurate responses to the total payroll card solutions by issuance, replacement, renewal, delivery, and by providing statements and clarifications on dispute.
- Identifies, investigates, and resolves discrepancies in payroll records
- Maintenance and safe keeping of WPS agreement as per policies laid down by the company
- Verify and Upload the desired salary information file on confirmation of funding in Central Bank of UAE

JEESON & COMPANY CHARTERD ACCOUNTANTS, KERALA, INDIA [2020 -2021]

ACCOUNTING & AUDIT EXECUTIVE

- Bank Concurrent Audit
- Preparation and submission weekly, monthly and yearly of management reports
- Preparation and filing of GST, TDS, INCOME TAX RETURN.
- Preparation of monthly Profit & Loss Accounts
- Assist Finance Manager for annual audit performed by external auditors, Assist External Auditors for outdoor Auditing

EDUCATION

2021



B.COM – FINANCE

Bachelor of Commerce in Finance