

# MOHAMMED SUFIYAN

ACCOUNTANT/PUBLIC RELATIONS OFFICER



## OBJECTIVE

To obtain a challenging position where my creativity, problem-solving skills, and experience in designing engaging and user-friendly interfaces can be utilized to enhance user experiences and drive business objectives.

## EXPERIENCE

### ACCOUNTANT

**Daily Help Cleaning Services LLC, Dubai, UAE.**

**Feb 2022 to at present.**

Performed day to day financial transactions including verifying, classifying, computing posting and recording accounts receivable accounts.

Performed general accounts analysis and reconciliations including bank reconciliation & Vendor reconciliation.

Post dated cheques scanning and remittance. Forecasting and budgeting.

Make Payments & set up bill payments plans, process cash & Cash reimbursement requests and issue refunds.

Manage petty cash transactions and follow up with sales team for the credit customers.

WPS Processing, End of Service, Maintaining VAT Files and implementing in the FTA Portal.

### PUBLIC RELATIONS OFFICER

**Daily Help Cleaning Services LLC, Dubai, UAE.**

**Feb 2022 to at present**

Handle the legal paperwork and documentation of a company.

Helps in Business Approvals, Employee visa services,

implementation of government mandates and license renewal.

### ACCOUNT ASSISTANT/OFFICE ASSISTANT

**KH Exports and Imports**

**Worked as Account Assistant since sep 2020 to sep 2021.**

Handling Accounting, Inventory and orders

Bank reconciliation and vendor reconciliation

### LANGUAGES KNOWN

English

Hindi

Malayalam

Tamil

Arabic (Basic)

## CONTACT

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## ABOUT ME

I am Professional with combined experience of 4+years specialized in Finance & Accounting, competent in gauging and implementing best practices suiting the foremost organizational interest.

## EDUCATION

### THIRUVALLUR UNIVERSITY

Bachelor of Science in Mathematics with distinction  
2015-2018

### CERTIFICATION /COURSES

1. Completed CABA-MDTP

(Diploma in Computer Applications, Business Accounting and Multilingual DTP).

2. Passed **CCC** (Course on Computer Concepts).

3. Diploma in Urdu Language.

## SKILLS & EXPERTISE

Management Skills

Tally ERP 9 Accounting

Odoo Accounting

QuickBooks

Microsoft Office

Creativity

Customer and vendor aging reports

Negotiation

Critical thinking