

CURRICULUM VITAE

MOHAMAD HASHIM .PT

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Dubai – UAE

Mobile : +971 54 4919708



OBJECTIVE

To obtain a suitable position as **Sales Executive** where extensive experience will be further developed and utilized in a professional and dynamic organization which Promises bright growth opportunities and to contribute the best of my ability for the development of the organization.

ACADEMIC QUALIFICATION

- ✓ **Bachelor of Commerce (B com) in Finance** – Shobhit University
- ✓ **HDMCA** (Higher Diploma in Manual and Computerized Accounting)
- ✓ Higher Secondary - **Plus Two**- Commerce (Department Higher Secondary Education Govt. of Kerala)
- ✓ Secondary School Leaving Certificate (**SSLC**) - Board of Secondary Examination, Govt. of Kerala.

Personnel Strength:

- Good Attitude.
- Hard Working and Self Confident.
- Able to work under pressure.
- Excellent written and verbal communication skills.

Professional Skill

- ✓ Computer Packages: **TALLY, PEACHTREE, QUICKBOOK, MYOB**
- ✓ **Ms-Office**

Professional Experience

➤ In GCC

1. Worked as an **Accountant/Sales Executive** from **2016** May to **2021** September with *M/s Zahrani Group – Cleaning Material Division* at **Jeddah - Saudi Arabia**.

➤ In India

2. Worked as an Accountant, Admin in charge with **M/s Union Steels** Venniyoore, Malappuram, Kerala India (Jun-2014 to 2016 January)

Duties & Responsibilities:

- ★ Maintain day to day books of Accounts.
- ★ Maintain Internal Audit: Store And Accounts Book.
- ★ Maintain Journal Entry Sale, Purchase & Exp Invoice.
- ★ Maintain all Accounting voucher entry
- ★ Preparing monthly financials such as Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
- ★ Handling Self-Correspondence with all Business Clients, Suppliers and Banks.
- ★ Performed general office duties and Administrative tasks.
- ★ Managed the internal and external mail functions.
- ★ Providing telephone support.
- ★ Administered online banking functions.
- ★ Monitoring and recording company expenses.
- ★ Demonstrating products to customers
- ★ Maintaining good business relationships with existing clients
- ★ Deal with customer feedback, enquiries, complaints and refunds

LANGUAGES KNOWN

- English
- Arabic
- Hindi
- Malayalam (Mother tongue)

PERSONAL PROFILE.

Nationality : Indian
Date of Birth : 23-05-1992
Sex : Male
Religion : Islam
Marital Status : Married
Passport : K 8520554 (Valid until 07-01-2023)
Visa Status : Visit Visa
Vaccination Status : Vaccinated (Covishield Astrazeneca)

DECLARATION

I do hereby declare that the above mentioned particulars are true and correct to the best of my knowledge

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Abu Dhabi, UAE

REFERENCES

AVAILABLE ON REQUEST