

MOHAMMED ATEEF

Accountant

0509952505 @ Mohammedateef525@gmail.com
LinkedIn/Portfolio Sharjah, UAE

SUMMARY

I am an active Accounting and Finance Professional with a hand on experience of around 1 years in textile industries, and 1 year in dates factory. Adept at utilizing accounting software and tools to streamline processes and enhance accuracy. Excellent communication and organizational skills, with a proven track record of maintaining financial integrity and supporting strategic business decisions

EXPERIENCE

Junior Accountant 02/2023 - 01/2024
MEENA BAZAR INTERNATIONAL PVT LTD Hyderabad

Textile industry's

- Expertly managed bookkeeping, invoicing, and bank reconciliations using Tally ERP accounting software, ensuring precision and efficiency.
- Developed month-end closing entries to guarantee comprehensive reporting and meticulous record-Keeping.
- Prepare and maintain local depository bank reconciliation.
- Preparation of all financial reports, including profit and loss statement, Balance sheet.
- Follow up daily activities to keep expenses in check on monthly basis.
- Assist in preparation of financial statements for company.
- Analyze, reconcile, balance, and maintain accounting records.
- Maintain listing of accounts payable and Receivable by monthly follow-ups.
- Process complex invoices for payment.
- Monthly financial reports submitting to Management.
- Handle GST reporting (payable and receivable), Ensure collections and payments are done in line with GST regulations

Accountant 03/2024 - 02/2025
DIAMOND DATES FOOD STUFF TRADING LLC Al Qusais Industrial area 4, Dubai.

Dates trading company

- Maintaining financial records and preparing reports.
- Handling accounts receivable and payables
- Assisting in financial audits and compliance tasks.
- Preparing and managing budgets
- Maintaining day to day Accounting transactions.
- Inventory control.
- Preparing salary sheets.



EDUCATION

Intermediate in commerce
Telangana university
2019

Bachelor degree in commerce (B-com)
Telangana university
2022

Master degree in finance (MBA)
Telangana university
2024

SKILLS

PGDCA . Tally ERP 9 .
Sage & peachtree . Tally prime .
Quick books

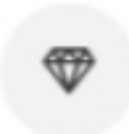
LANGUAGES

English	Proficient	●●●●●
Telugu	Proficient	●●●●●
Hindi	Native	●●●●●
Urdu	Native	●●●●●

STRENGTHS

Attention to detail
High Accuracy in managing financial records

PERSONAL DETAILS



Date of birth: 14-08-2001

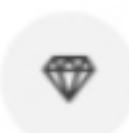
Nationality: INDIAN

Passport No :V1330097

REFERENCES

Reference available upon a request

VISA STATUS



Visit visa

Expiry (18 - 08-2025)

STRENGTHS

Problem Solving Abilities

Skillful in identifying issues and implementing solutions to improve financial processes

Ethical Standards

Commitment to maintaining confidentiality and upholding ethical financial practices.

TRAINING / COURSES

Accountancy certificate

Tally ERP 9 certificate

PGDCA