



## MIDLAJ MAJEED

ACCOUNTANT/OFFICE ASSISTANT

### PERSONAL DETAILS

#### MOBILE

+971-54-5591126

#### EMAIL

midlajmajeed3963@gmail.com

#### DAY OF BIRTH

1<sup>ST</sup> FEBRUARY 1997

#### PASSPORT

N-6890416 | KOZHIKODE

#### NATIONALITY

INDIAN

#### MARITAL STATUS

SINGLE

#### LANGUAGES

English | Hindi | Malayalam

#### SOFTWARES

Microsoft Office | Tally| Peachtree  
| QuickBooks | Tradeasy|Stimes

### EDUCATION

- **Diploma in Accounts Management**  
Sree Sankaracharya, May 2018 Kannur, Kerala, India
- **Bachelor of Commerce**  
Madras University Graduated, June 2017 Kannur, Kerala, India.
- **Class XII** Government of Kerala Board of Higher, May 2014  
Secondary Kerala, India.
- **Class X** Board of Public Examination April 2012 Kerala India

### WORK EXPERIENCE

- ❖ Worked as Assistant Accountant and Document Controller at **Galaxy Star World Electromechanical Contracting LLC, AJMAN,UAE** (from 2<sup>nd</sup> January 2022 to 16<sup>th</sup> March 2022)
  - Assist Accountant and Other Financial Professionals with Creating and Editing Financial Documents.
  - Manage the flow of Documentation within the Organization.
  - Preparing Mobilization and Demobilization.
  - Prepare the Client Timesheet.
  - Keep other Personal Updated on New Document Versions.
  - Identifying Accounting Problems areas and then coming up with Solutions.
  - Handling Accounts Receivables (AR) And Accounts Payables (AP)
  - Verification and vouching of document of the companies.
- ❖ Worked as an Accountant at **HUBIO BUSINESS CONSULTANTS, Kannur, Kerala** (from 20<sup>th</sup> April 2020 to 19<sup>th</sup> November 2021)
  - Preparation of balance sheet and profit loss accounts up to finalization.
  - Adjustment and correction entries for the finalization of financial statement.
  - Audit and Statutory Bank Audits.
  - Other similar nature duties.
  - Competent in implementing effective solutions to the Customer.
  - Review and recommend modifications to accounting systems and generally accepted accounting procedures.
  - Participate in financial standards setting and in forecast process.

## STRENGTH

- Team working and effective in leading
- Ready to take up international assignments
- High zone of tolerance and hardworking
- Excellent Telephone conduct.
- Keeping healthy relationship with Vendors and Clients
- Well versed with internet research method.
- Good Communication skill and convincing capability

## ❖ OXYGEN PHARMACY – ACCOUNTANT, Kannur, Kerala (15<sup>TH</sup> July 2018-19<sup>TH</sup> January 2020)

- Involved in Business administration and Accounts
- Preparing daily reports on Sales and Purchase
- Reporting to Operation Manager
- Client coordination, Vender Management
- Maintain accounting controls by preparing and recommending policies and procedures
- Secure financial information by completing database backups
- Analyze financial information and summarize financial status
- Provide technical support and advice on management
- Participate in financial standards setting and in forecast process
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

## SKILLS

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- Communication
- Good Typewriting speed
- Active listening
- Computer
- Good communication skills, Interpersonal
- Problem solving, Time Management.
- Team work
- Management

## CERTIFICATES

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- Tally, Peachtree, QuickBooks, Tradeasy
- Microsoft Excel

## DECLARATION

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I confirm that the information provided by me is true to the best of my knowledge and belief. Necessary documents will be produced as per the requirement

**MIDLAJ MAJEED**