



## MUHAMMED HAMRAS KC

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### CAREER OBJECTIVES

To work in the most challenging position with an organization that provides ample opportunities to learn and to contribute. Young energetic, self-confident, hardworking, able to cope up with new environment within a short period of time and the ability to work individually and with a team. Also capable of handling any position such as Accounts, Administration, Sales & coordination, purchase, HR etc.

### STRENGTHS

Excellent communication skills,  
Initiated and focus on goals.  
Organized and self-motivated,  
Sincere and dedicated.  
Strategic orientation & thinking ability,  
Enthusiastic and hard working.

### DETAILS

Date of Birth – 15 -10-1992  
Nationality – Indian  
Marital status – Married  
Languages – English Hindi Arabic  
Passport no – V2044319

### Declaration

I hereby declare that the above mentioned information's are correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

## WORK EXPERIENCE

### RF COMBINE a group of companies

NELLARA - Al Qusais - Industrial Area 3 – Dubai  
Worked as ACCOUNTANT 2018-2022

#### KEY RESPONSIBILITIES

- Record all financial transactions and maintain accurate and up-to-date financial records.
- Handling petty cash & creating daily report.
- Handling daily sales collection, creating collection report and prepare to deposit.
- Reconcile bank statement, monitor the daily bank transactions and ensure that all transactions are properly recorded.
- Manage accounts payables & receivables, including processing invoices, prepare cheques & issuing payments.
- Process supplier payments in timely manner.
- Review valid documents, create new vendor & customer
- Follow up with sales department & issue ageing reports, SOA, target reports, and solving any discrepancy.
- Prepare P&L, vat reports and assisting finance department
- Inventory management and stock checking
- Maintain confidentiality of all financial information.

### TAMNIAH MART Abha – Saudi Arabia

Worked as CASHIER cum ACCOUNTANT 2016-2018

#### KEY RESPONSIBILITIES

- Handling day-to-day transactions and petty cash, collections
- Dealing with purchase & sales
- Inventory management stock checking.
- Prepare daily sales, collection, expense reports.
- Manage and participate all activities.

## ACADEMIC CREDENTIALS

- ✓ **Bachelor of Commerce (B.com 3year)** completed in 2013 under University of Kannur, Kerala.
- ✓ **+2 Commerce** completed in 2010 under HSE Board of Kerala.
- ✓ **SSLC** completed in 2008 under Board of public examination, Kerala

#### TECHNICAL SKILLS

- ✓ Odoo ERP, eMatrix ERP, Tally ERP
- ✓ Diploma program in practical & Computerized Accounting, Taxation .
- ✓ DTP Arabic Photoshop, CorelDraw, PageMaker, MS Word, Excel etc.

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