

MUHAMMED JOUHAR

ACCOUNTANT

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— Doha, Qatar —

+974 71758157

SUMMARY

Reliable and detail-oriented Office Admin Assistant cum Accountant with over 3.5 Year of experience in office administration, bookkeeping, and financial reporting. Skilled in managing day-to-day office tasks, maintaining accurate financial records, and supporting audits. Proficient in accounting software like [QuickBooks/Tally/Excel], MS Office Suite, and document handling. Strong organizational, communication, and multitasking abilities with a commitment to confidentiality and accuracy.

EXPERIENCE

AL HANQAH HOSPITALITY AND CLEANING SERVICES- DOHA, QATAR

October-2023-Present

Accountant cum Admin Assistant

- Maintain financial records including ledger entries, bank reconciliations, and expense reports.
- Prepare and process invoices, receipts, and payment vouchers.
- Manage office supplies, handle correspondence, and organize filing systems.
- Assist with payroll preparation and monthly financial reports.
- Liaise with external vendors, clients, and service providers.
- Support HR with staff attendance and leave records.

TMS SEA FOODS AND COLD STORAGE- KOZHIKODE, KERALA

May 2021 to April 2023

Accountant

- Recorded and maintained day-to-day financial transactions, including general ledger entries, bank reconciliations, and expense tracking.
- Issued and managed invoices, receipts, and payment vouchers with accuracy and timeliness.
- Oversaw office inventory, managed correspondence, and ensured all documents were properly organized and archived.
- Supported payroll processing by preparing attendance data and calculating employee

EDUCATION

UNIVERSITY OF CALICUT ,Kerala-2019-2022

Bachelors of Commerce-Finance

CERTIFICATION

- DIFA(Diploma in Indian and foreign accounting)
- Tally Prime

SKILLS

- Office Administration
- Accounting & Bookkeeping
- Invoice Processing & Billing
- Payroll Assistance
- Petty Cash Management
- Financial Reporting
- Document Control
- Vendor & Client Coordination
- MS Office (Word, Excel, Outlook)
- Accounting Software ([e.g., Tall)

LANGUAGE

- ENGLISH
- MALAYALAM
- HINDI