



MUHAMMED SHAMMAS
Accountant

Contact Address

Dubai, U.A.E
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Additional Information

Date of Birth : 01/03/1997
Gender : Male
Marital status : single
Nationality : Indian

Languages

- English
- Malayalam
- Hindi

Skills

- Leadership
- Adaptability
- Better Communication
- Innovative
- Positive mindset

Hobbies

- Photography
- Travelling
- Music

To Prove myself in the ever changing field of Commerce by Utilizing my Skill and Abilities in the industry and find a better position that offers security and professional growth while being Resourceful innovation and flexible.

Work History

J Fresh International Pvt.ltd
Accountant – 06/2021 to 07/22 , Kannur, kerala - India

ABC Trading Co Pvt.ltd
Office administrator 11/2020 to 05/2021 , Kannur kerala - India

Duties and Resopnsibilitie

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

Education

Completed Bachelor of Commerce in Computer application
(Jamia Hamdard University)New delhi

Completed Secondary High school in 2014
Completed Matriculation in 2011

Professional skills

- SAP
- TALLY PRIME
- MS EXCEL
- PEACH TREE
- QUICK BOOKS

Declaration:

I here by declare that all the information furnished above is true to the best of my knowledge and belief and I assure you that with my knowledge ,skills and experience earned. I will render service that will contribute to the success of your company.

MUHAMMED SHAMMAS