



CONTACT

+971-559652706

Shahalplakkal@gmail.com

UAE,SHARJAH

VISIT VISA

SOFTWARE SKILL

- TALLY ERP9
- TALLY PRIME
- EXCEL
- MS WORD
- PEACHTREE
- ARCO BIS

PERSONAL STRENGTHS

COMMUNICATION -

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

SERVICE - Having a customer focused approach Skills include Patience, Attentiveness and a positive language

ORGANIZATION - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.

MANAGEMENT-Management skills to direct others and review others performance.

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work

Work Ethic

UAE VAT

VAT 201

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

ACCOUNTANT ASSISTANT JUNE 2022 – JUNE 2023

BCC BUILDERS ENGINEER&DESIGNERS- (India, Kerala)

About Company: Bcc Builders Engineer&Designer based on KERALA, A Leading Player in Industry with track Record of Successful Project and Reputation for quality and Innovation, BCCBUILDERS has captured the attention, imagination and loyalty..

WORK EXPERIENCE

- Maintaining of day book, Ledger, Cash book, Bank book, Purchase & Payment.
- Reconcile accounts with the general ledger
- Preparing Daily transaction report To Management
- Preparing Debtors and Creditors report
- Purchase invoices entering
- Handle accounts payable and receivable
- processes invoices, records payments, and track Cash flow of the organization
- Prepares payments by verifying documentation and requesting Labour
- Preparing Monthly Income Statement.
- Preparing Cash in Flow and Outflow
- Preparing Site Pending Financial report
- Daily fund report provide to manager
- Excel Book Keeping

AREA OF EXPERTISE

Financial Accounting Book keeping
Financial Analysis
Taxation
Financial System
Communication Collaboration

- **Operating system**
 - Windows (XP,7,8,10)

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

PASSPORT DETAILS

Passport No :T7868133
Place of Issue : KOZHIKODE

VISA STATUS

Visa Type :Visit visa
Valid from:24/06/2023
Valid to :06/08/2023

ACADEMIC CREDENTIALS

2018-2021

**-BACHELOR OF COMMERCE
Computer Application**

2021

-DCMCA(Diploma Certification in Manuel and Computerized Accounting)

2015-2017

**-BOARD OF HIGHER SECONDARY EDUCATION, KERALA
Plus two – Commerce**

2015

**-BOARD OF PUBLIC EXAMINATION, KERALA
-SSLC**

**-GOOGLE DIGITAL GARAGE CERTIFIED
FUNDAMENTAL OF DIGITAL MARKETINGS**

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 14-06-2000
Nationality	: Indian
Marital Status	: Single
Religion	: ISLAM
Permanent Address	:PALAKKAL (H) EDAPPAL,KERALA,INDIA Pin – 679572

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

Place :

Date :

MUHAMMED SHAHAL P