



MOHAMMAD SHAFI

ACCOUNTANT

- ◆ Abu Dhabi
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OBJECTIVE

Intend to build a career in Accounts and Finance with leading corporate of good environment that will help me to explore my skills, knowledge and experience, and to contribute towards the achievement of organizational objectives

KNOWLEDGE & SKILLS

- Financial Accounting
- Management Reporting
- General Ledger
- Accounts Payable
- Accounts Receivables
- Cash flow Management
- Payroll Preparation
- Inventory & Fixed Asset Management
- Accounting Software's
- VAT
- MS Office- Excel, Word, PowerPoint, Outlook
- IT Skills

LANGUAGE

- English ■ ■ ■ ■
- Malayalam ■ ■ ■ ■ ■

REFERENCE

up on request

EXPERIENCE

- ◆ Nov 2022 - April 2023
ATA Accounts
Accountant

Responsibilities

- *Prepare financial statements of different types of companies on monthly basis
- *Prepare Invoices, Purchase order, Quotations, payment vouchers, Payment certificate, Petty cash Voucher, Receipt Vouchers, Deposit slip, cheques etc. and post the required transitions in to the system
- *Post the required closing entries like cost of goods sold, Prepayments, Depreciations, Accrued expenses and Accrued Income to finalize the financial statements
- *Check the attendance details and prepare the Payroll on monthly basis, process the payments
- *Reconcile the bank statements on monthly basis and post the required accounting entries
- *Petty Cash Handling and maintaining petty cash register
- *Reconcile the supplier statements and process the payment as per the due date
- *Monitor the outstanding receivables, send the statements regularly to ensure the payments on time
- *Invite quotations from suppliers, Compare the received quotations and arrange purchase order to appropriate supplier
- *Update product selling price lists in the system in order to control the billing process
- *Maintain schedule for Depreciation for Fixed Assets.
- *Maintain schedule for Accrued Expenses and Prepayments
- *Experience in Accounting Software Tally ERP.9

EDUCATION

- ◆ 2022
ATAAccounts
Professional Diploma In Business Accounting
- ◆ 2021
University Of Calicut
Bachelor Of Commerce
- ◆ 2017
Board Of Higher Secondary
Higher Secondary
- ◆ 2015
Board Of Kerala
SSLC