

CURRICULUM VITAE

MUHAMMED SHAFI

OBJECTIVE

Challenging and an enduring career in a well-established company that will effectively utilize my organizational, creative skills and experience, where a wider scope of my abilities and qualifications would be enhanced to better achieve assigned goals and objectives.

Ability to build strong rapport with personal, customers and associates based on knowledge, professionalism and integrity, Enhance knowledge and skills through continuing education opportunities. Honest, straightforward, innovative and a quick learner.

PROFILE SUMMARY

- Having 4 years of experience
- Having Batchelor Degree in Commerce – B. Com – Computer Application.
- Well versed in using International and Local Accounting Packages like Tally ERP 9.0, Cyber Accounting, Peachtree, Dac Easy, Quick Books & MS Excel.
- Friendly, Enthusiastic, and committed team player.
- A quick learner and uses initiative to meet and resolve Challenges.

PROFESSIONAL EXPERIENCE

Organization: Al Iftar Restaurant. LLC, Sharjah, UAE

Designation: Accountant

Duration: April 2022 to June 2023

Organization: JK Mart, Kerala, India

Designation: Assistant Accountant

Duration: June 2020 to Dec 2021

Organization: Manikka Fruits & Vegetables, Kerala, India

Designation: Assistant Accountant (Part Time)

Duration: June 2019 to May 2020

RESPONSIBILITIES

1. Data Entry: Posting Daily Transactions such as Sales, Purchase, Expenses, receivables & Payables.
2. Daily Banking: checking online banking and releasing the payments & submitting receivable cheques to the bank.
3. Credit Control and Debtor Ledger Maintenance: Weekly reporting about final payments to the clients coming onsite. Weekly debt control of outstanding customers and reports to the branch offices and sales department.
4. Finalizations of Accounts.



Contact Information:

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Address:

SHARJAH
UNITED ARAB EMIRATES

Personal Information:

Date of Birth : 02nd Aug 1999
Nationality : Indian
Sex : Male
Marital Status : Single
Visa Status : Visit

Language Known:

English, Hindi, Malayalam & Tamil

Passport Details

Passport No: X 9093446
Date of expire: 28/05/2033

Education & Qualification

Bachelor of Commerce (B. Com)

Place: SHARJAH

MUHAMMED SHAFI