



# MUHAMMED UKKASH KM

B.COM GRADUATE

## CONTACT ME

+971 56 817 0064

ukkashkukku47@gmail.com

www.linkedin.com/in/ukka  
sh-kukku-65245b206

Al Qasimiya, Sharjah

## EDUCATION

### Bachelor of Commerce - B.COM

Al Ameen Arts Science &  
Commerce College

2019 - 2023

### Higher Secondary (XII)

SFS English Medium School

2017 - 2019

## SKILLS

- Preparation of Financial Statements. Quick and optimistic learner.
- Leadership Skills
- Ability to work under pressure.
- Teamwork, Patience and Discipline.
- Ability to complete work on proper deadline.
- Excellent working knowledge in MS Excel, Tally, MS Word.
- Knowledge in Journal and Ledger entries.
- Good Analysis Skill.
- Excellent Communication skill in English
- Timeliness, Reliability, Responsibility and Accuracy
- Strong Organizational Abilities, Independence and Conscientiousness.

## OBJECTIVE

As a professional. I would like to start my career as an accountant by taking full advantage of my knowledge & experience in accounts and auditing and to work with efficiency and integrity in long term association with a reputed organization.

## WORK EXPERIENCE

### Accountant

JAN 2023- SEP2023

Kakkad Builders & Developers Pvt. Ltd | INDIA

Industry : Real Estate. (Employment Type : Contract)

- Preparation of Bank Reconciliation Statements on monthly basis.
- Record Keeping of Daily Transactions & Documentation.
- Reviewing Petty cash Claims, Reimbursement & Maintaining Cash Book Ledger.
- Posting General Ledger Entries & Filing Documentation in Accordance with Company's Accounting Policies.
- Reconciliation of Accounts Payables & Accounts Receivables.
- Posting Journal entries for accrued expenses and prepaid revenues.
- Responsible for processing payroll.
- Review, Reconcile and analyse the accounts and transaction in the general ledger.

## CERTIFICATE

- Microsoft Excel – Eduonix Learning Solution.
- Business Analytics with Excel Certified by SkillUP.
- Tally Internship Program with Business Accounting Practice.
- Practical Accounting in GCC VAT, Tally ERP & Tally Prime, Peachtree Accounting, QuickBooks, Accounting, Advanced Excel, Power Point.
- Taxation (GST Filing & Income Tax)
- Digital Marketing.

## PERSONAL DETAILS

DOB : 28/05/2001

Language : English, Tamil, Hindi, Malayalam & Kannada.

Visa Status : Visit Visa

## DECLARATION

I affirm that information given in the resume is true & correct to the best of my knowledge.

Muhammed Ukkash KM