

# MOHAMED SHAFI P B

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## Objective

- To obtain a challenging position of responsibility that will provide career opportunities with key focus on accounts

## Education

**BACHELOR OF COMMERCE | APRIL 2021 | CALICUT UNIVERSITY**

Computer Application

## Skills & Abilities

### BOOK KEEPING

- Recording and maintaining all financial transactions.

### FINANCIAL REPORTING

- Prepare financial statements and reports

### COMMUNICATION

- Absorbing, sharing and understanding the information presented.

### ATTENTION TO DETAIL

- Produce consistent quality work while paying careful attention to detail and meeting deadlines.

## Experience

**ACCOUNTANT | REX INTERNATIONAL ERNAKULAM, INDIA | SEPTEMBER 2022 – SEPTEMBER 2023**

- Manage all accounting transactions
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Publish financial statements in time

**ACCOUNTS EXECUTIVE | PROTRACK ACCOUNTING AND BOOK KEEPING DUBAI (REMOTE) | JANUARY 2022 – JULY 2022**

- Record keeping and maintenance financial statements
- Computing taxes and filling tax returns as per UAE VAT LAW
- Recording and maintenance of book of accounts as per GAAP
- Preparation of financial statements
- Assisting senior staffs in developing audit plan, budget and timelines for assigned project

## **LANGUAGES**

**ENGLISH**

**MALAYALAM**

## **DECLARATION**

- I hereby declare that, all the above details are true and fair to the best of my knowledge. Certificates and reference will be presented when required.