

MOHAMMED SUHAIL C

ACCOUNTANT

Highly skilled accounting professional with 4 years of experience as Accountant and Manager. Expertise in reconciliation, account payable & receivable, Payroll management, bookkeeping, financial analysis, and the management of general accounting functions. Superior analytical skills with a focus on transaction and workflow details to aid in process and profit improvement. Excellent communicator and presenter who works well with people at all levels of the organization. Out of the box thinker with the ability to integrate technology and the best practices to increase the accuracy and efficiency of accounting software's. Pursuing the opportunity to enhance my career and use my skills to their fullest by securing an accountant position with a reputable company.

KEY SKILLS

Financial Analysis	Financial Management	Financial Reporting/MIS
Bank Reconciliation	Payroll Management	ERP Implementation
Bookkeeping	Team management	Attention to details
Cash Management	Organizational Skills	Excellent communication

EMPLOYMENT CHRONICLE

- ❖ **ACCOUNTANT**

02/2020 to 05/2023

ROYAL ENFIELD SHOWROOM, VALANCHERY, KERALA

 - Handled day-to-day accounting processes to drive financial accuracy.
 - Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
 - Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
 - Gathered financial information, prepared documents, and closed books.
 - Used Tally Prime accounting software to perform bookkeeping, invoicing And bank reconciliations.
 - Generated quarterly financial reports to detail company revenues & expenses.
 - Reconciled monthly bank statements and resolved discrepancies.
 - Helped departmental managers develop and optimize inventory controls.
 - Accounts Receivable & Accounts Payable
 - Handling Day book, Cash book and bank book
 - Prepare Income statement and Balance sheets.
 - Assisted in the preparation of financial statements
 - Preparation of invoices and vouchers
 - Prepare and examine financial records
- ❖ **ACCOUNTANT CUM MANAGER**

08/2018 to 08/2019

KTJ PETROLEUM, VALANCHERY, KERALA

 - Handled day-to-day accounting processes to drive financial accuracy.
 - Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
 - Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
 - Gathered financial information, prepared documents, and closed books.
 - Reconciled accounts and reviewed expense data, net worth, and assets.
 - Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
 - Maintain accurate financial records, including ledgers, budgets, and financial statements.

PERSONAL DETAILS

Mobile No :+971-504876709
Email ID : Chittakathsuhail@gmail.com
LinkedIn : LinkedIn/mohammed suhail

Address : Valanchery, India-676554
Nationality : Indian
D.O.B : 09/02/1998
Gender : Male
Visa Status : Visit visa (Ready to join)

EDUCATION

- 2019

BACHELOR OF COMMERCE, ACCOUNTING.
Bharatiyar University, Coimbatore, India
- 2015

HSE
Keral Board
- 2013

SSLC
Keral Board

CERTIFICATIONS

- ❖ IDCAT (International Diploma in Corporate Accounts Training)- FICS UK 2018

COMPUTER SKILLS

- Tally
- Peach Tree
- Quick Book
- Acrobix, Acrotex
- GAAP Accounting
- MS Office (Excel, Word & PowerPoint)

LANGUAGES KNOWN

- English

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- Hindi

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- Malayalam

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PASSPORT DETAILS

Passport No : X7279421
Place of Issue : Kozhikode
Date of Expiry : 08/05/2033

HOBBIES



Music



Travelling



Sports

- Oversee accounts payable and receivable, ensuring timely payments and collections.
- Monitor cash flow and manage budgeting processes.
- Prepare and analyze financial reports, forecasts, and budgets for management review.
- Supervise and mentor accounting staff, providing guidance and support as needed.
- Oversee general administrative tasks, including office management and procurement.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

MOHAMMED SUHAIL C