



MUHAMMED SHAFEEQ.KT

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Dubai, Al nahda



PROFESSIONAL OVERVIEW

An Enthusiastic individual with great experience in the Finance industry, and an excellent knowledge seeker, who has attained Masters of commerce. Accountant with a history of accurately and efficiently supporting accounting activities for a diverse range of clientele

WORK EXPERIENCE

Accountant

AL Ameen Traders, Perinthalmanna

2 Years

- Preparing monthly reports.
- Dealing with Bank Reconciliation.
- Keep all accounting records up to date.
- Review transactions and invoices.
- Check the receipts and payments.

Assistant Accountant (Trainee)

6 Months
Kottakal, Kerala

EDUCATION

Master of Commerce

Bharathiar University

2020 - 2022

Courses

Corporate Accounting
Marketing Management
Internet And E Commerce
Direct Taxes

Bachelor of Commerce

Calicut University

2017-2020

Courses

Managerial Economics,
Financial Accounting,
Marketing Management,
Principles of Management

Calicut, Keral

Higher Secondary

Board of Higher Secondary Examination

2015-2017

Courses

accountancy with computer accounting
business studies with functional management
computer application - commerce

Perinthalmanna, Kerala

SOFTWARE SKILLS

- SAP (FICO)
- TALLY ERP 9 AND GULF VAT
- MICROSOFT EXCEL
- MICROSOFT WORD
- QUICK BOOK

SKILLS

Computer Literacy

Decision Making

Time Management

Communication

Organization

Team Work

Active Listening

Marketing

Customer Services

Creativity

Collaboration

Certification License

- SAP Finance & Controlling
- TallyACE
- MS Office
- I-CAAT

Languages

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Arabic

Reading And Writing Proficiency

Hindi

Reading And Writing Proficiency

Personal Intrest

Learning Languages

Sports

Travel

Listening to Music

Photography

Marketing