



MUHAMMED SHAHAZAD ALTHAF.A

CONTACT

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Nizwa, Oman

EDUCATION

2013
CHOVVA HSS
• SSLC

2015
CHOVVA HSS
• PLUS TWO

2018
WADIHUDA INSTITUTE OF
RESEARCH AND ADVANCE
STUDIES
• BACHELOR OF COMMERCE

PERSONAL DETAIL

DATE OF BIRTH

16/05/1998

NATIONALITY

Indian

VISA STATUS

Employment

MARITAL STATUS

Single

LANGUAGES

- English
- Malayalam
- Hindi
- Arabic

PROFILE

Dedicated accountant with over 4 years of experience in accounting and finance. proficient in a variety of accounting software, including tally, ERP, Peach tree, Quick Books, Tradeasy as well as Microsoft Office Suite. To work a challenging friendly organizing offering job satisfaction where my exposure and skill can be used in the possible way, given me an opportunity for career development based on achievement results.

WORK EXPERIENCE

Al Aabar International Towers LLC-Oman 2023 - PRESENT
Accountant Assistant & Warehouse Manager

- Assisting Finance Manager For Monthly Finalization of accounts.
- Follow up of Receivables Payables.
- Sales & Purchase.
- Preparing monthly, Weekly Payment Sheduled.
- Preparing Bank Reconcilisation

Fortune Business House-Kerala
Accounts Manager 2021 - 2023

- Preparation of various financial reports to the management.
- Manage Wholesale sale & Purchase.
- Follow up of bills recievable & Payables
- Supervising Payment accountant & Collection team.

MRA BAKERY-Kerala
Billing Staff & Shop Incharge 2020 - 2021

- Sales & Purchase
- Supervise Shop Staff & Production staff
- Manage Shop Payment & Collection

SKILLS

- Financial accounts Accounting
- Supervising & Coordinating
- Teamwork
- Time Management
- Leadership
- Administration