
Muneer PKP

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Profile Summary

Accommodating Assistant Accountant who effectively manages strict deadlines, schedules and repetitive tasks with a positive, can-do attitude, strong numerical skill and exceptional attention to detail.

Skills and Core Competencies

- Strong work ethic
- Hard Working
- Time Management
- Team Work
- Flexibility
- Tech-savvy
- Taxation
- Process planning & Organizational skills
- Accounting
- Bookkeeping
- Microsoft Office packages
- Problem Analysis and Problem-Solving Skills

Work Experience

1. SHABEER ALI AND ASSOCIATES

COST ACCOUNTANT FIRM, KERALA

May, 2018 to Jan, 2020

Reputed and experienced Cost Accountant Firm which assists clients on various financial matters and conducts all type of Audits like Cost Audit, Internal Audit for various corporate and non-corporate clients. During these period of Internship my key responsibilities were as follow:

- Assist in Conducting Internal Audit.
- Computation of Tax liabilities of Company and e-filing of Income Tax Return.
- E-filing of TDS Return.
- E-filing and e-payment of GST.
- Preparation of Tax Audit Report.
- Preparation of project report for company, firm and individual.
- Accounts preparation.

2. TOKYO GROUP OF COMPANIES, SHARJAH, UAE

JUNIOR ACCOUNTANT

Oct, 2017 to May, 2018

Job Responsibilities:

- Maintain financial records for client companies by analyzing balance sheets and general ledger accounts.
 - Reconcile bank statements by comparing transactions to the general ledger.
 - Assist with day-to-day operations of the Finance department, including filing, report generation etc.
 - Process monthly payroll accurately and timely.
 - Maintain accounting documents and records, ensuring all files are up to date.
 - Prepare bank deposits.
 - Processing payments and invoices accurately and within expected time periods.
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Certifications and Trainings

- ❖ Successfully completed 100 hours course study on Information Technology with A Grade conducted by The Institute of Chartered Accountants of India (ICAI).
 - ❖ Attended three days training on Communication and Soft Skill under The Institute of Chartered Accountants of India (ICAI).
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Computer Skills

- Operating Systems : Microsoft Windows (XP, 7, 8 & 10)
 - Accounting Software : Tally ERP 9
 - Office Suites : Microsoft Office (Word, Excel & Power Point)
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Academic Qualifications

CMA Inter Group 1 2015

Cost and Management Accounting, Institute of Cost Accounting of India, India

Master of Commerce (M.Com) 2013 - 2015

Madurai Kamaraj University Tamil Nadu, India

Bachelor of Commerce (B.Com) 2010 - 2013

Kannur University, Kerala, India

Personal Details

- Date of Birth : 01st of June, 1993
 - Gender : Male
 - Nationality : Indian
 - Place of Birth : Pappinisseri, Kerala
 - Language known : English, Malayalam & Tamil
 - Marital Status : Single
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References

References are available upon request.
