

MOHAMMED SHIHAB



ACCOUNTANT

PROFILE • ABOUT ME

Dynamic and deadline oriented **Accounting Professional** with **3 Years** of demonstrated **experience** in **Financial Accounting, Financial Auditing, Cash Management, Billing, Office Administration, HR Assistance**. Highly efficient in effectively maintaining **accounting** and **financial information** for a large scale organization.

Well versed with **Reconciliations, Reporting, Auditing** and the **management of general accounting functions**. Superior analytical skills with an expertise in **transaction / workflow** details in support of process and **profit improvement**. Currently looking for a **similar position** in the **UAE** with the support of a **valid UAE Visit Visa**

 **MOHAMMED SHIHAB**

 **Dubai , UAE**

 **+971 568845770**

 shihabsheb556@gmail.com

EDUCATION

Bachelor of Commerce

Calicut University

Kerala, India

Graduated

April 2020

AREA OF EXPERTISE

- Financial Accounting
- Cash Management
- Monthly/Year End Closing
- Statement Review & Bank Reconciliation
- Accounts Receivable & Payable
- Ledger Reconciliation
- Knowledge of Regulatory Standards
- GST and IT Return
- Online Banking
- Reporting & Documentation

WORK EXPERIENCE

Accountant

Al ameen Textile Trading com

Kerala, India

KVR Motors. Kerala, India

Grocery Shop. Abu Dhabi, UAE

July-2019 May2020

May-2020 Dec2021

Mar-2022 May2022

TRAINING & CERTIFICATIONS

- Certified Financial Tally with GST

- Advanced MS

COMPUTER PROFICIENCY

Tally ERP 9

Tally Prime

QuickBooks

MS Office

DUTIES & RESPONSIBILITIES

- Record **day to day transactions** and **maintain records**
- Maintaining **computerized accounting** using **Tally ERP**
- Overall, in charge of **Cash and Bank books**
- Prepare **monthly Bank Reconciliation** and **Debtors Reconciliation**
- Preparation and making of a **Payment process** to **Suppliers** through **RTGS & NEFT**
- Assist in preparing monthly **Sales Tax Returns** properly
- Preparation and Maintenance of various **registers** like **Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Post Date Cheque (PDC) Register, Receipt Register (RR), and Payment Register (PR)**.

SKILLS

- Bilingual Communication
- Time Management
- Attention to Detail
- Leadership & team Management
- Critical & Creative Thinking
- Professional Ethics
- Pleasing Client Service
- Planning & Organizing

VISA STATUS

Valid UAE Visit Visa

PERSONAL INFORMATION

Birthday

16/09/1998

Gender

Male

Marital Status

Single

Nationality

Indian

Passport

R4227140

- Preparation of **Outstanding statements**
- Pass **periodical closing** and **adjustment entries**
- Preparation of **Financial Statements, Balance Sheet, Profit & Loss statements, Trial Balance, Statement of Equity , Cash flow statements, MIS reporting**, etc
- Manage both **electronic and hard copy filing system**
- Secure **financial informations** by completing **database backup**
- Calculate **payroll** and handle **employee benefits** such as **overtime, leave salary, gratuity** etc. and keep documents of **WPS and salary transfer**

LANGUAGES

English

Hindi

Malayalam

PERSONAL INTERESTS

- Travel
- Cinema
- Social Media
- Sports

VACCINATION STATUS

2 Dose Covishield

Vaccinated from: India

DECLARATION

I, **MOHAMMED SHIHAB**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

MOHAMMED SHIHAB

Dubai, United Arab Emirates