



MUHAMMED SUHAIL PT

Accountant

Address
Mankhool
Al Mas Building
Dubai - UAE

Phone
+971586159458

E-mail
muhammedsuhail3203@gmail.com

ABOUT ME

A talented and experienced accountant seeks better positions where he can express his skills and potentialities well.

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Facebook

Facebook.com/muhammed.suhail

Linkedin

Linkedin.com/in/muhammed-suhail

Whatsapp

wme/+971586159458

Personal Details

Date of Birth : 16-01-2000
Nationality : Indian
Religion : Islam
Marital status : Bachelor
Visa status : Visit Visa
Expiry : 17th February 2022

SUMMARY OF SKILLS

- **Good communication skill**
- **Languages known**
 - English Hindi
 - Malayalam Tamil
- **Accounting Skills**
 - ✓ Accounting Vouchers
 - ✓ Account Receivable
 - ✓ Account Payable
 - ✓ Financial Statements
 - ✓ Payroll
 - ✓ Bank Reconciliation Statement
 - ✓ VAT Returns
 - ✓ GST Returns
- **Computer skills**
 - ✓ TALLY
 - ✓ SAP (B1&FICO)
 - ✓ Proficient on Windows all versions
 - ✓ MS Office

EXPERIENCE

2020– 2021

Malabar Trade Wings
Calicut, Kerala, India

Designation

Accountant

One year working experience as an accountant at Malabar Trade Wings Calicut. The major experience and skill gained during the period are:

- Preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet
- Checking of fixed asset registers and depreciation there on
- Ensured accuracy of compliance with accounting policies and procedures
- Preparation and verification of Bank Reconciliation Statements and Fixed Assets
- Scrutiny of various ledgers i.e. Cash Book, Bank Book, Journal and BRS
- Preparation of GST return
- Engaged in filing of Tax Returns

ACADAMIC QUALIFICATIONS

- Bachelor of Commerce from Calicut University, Kerala - 2017 - 2020
- Higher Secondary Education CMM HSS THALAKKULATHUR - 2015 - 2017
- SSLC from KHMHS - CMM HSS THALAKKULATHUR - 2012 - 2015

SPECIAL COMMENTS

I am sincere and honest in discharging the duties, and matured in handling the office and financial works. I promise a high quality service in your esteemed organization.

All the details mentioned above are correct and true unto my knowledge

Place : Dubai

Muhammed Suhail