

## **POST APPLIED FOR ACCOUNTANT**

**MUHAMMAD SHEREEF**

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### **Career Objectives:-**

To join a dynamic, professional, and well-established company of any accounting field offering computerized work environment and job positions either in accounting or related fields. The company where in quality, hard work is recognized and to give my best possible services.

### **Work Experience Summary:-**

- I am working 2012 to till date MANGALAM TRADING CO.
- I worked as an Accountant in Al basheer English medium school.

**Activities-** Prepare Income and Expenditure Accounts, Final Account.

- I worked as an Accountant in **Hot Burger Group Of Companies, Sharjah.**

**Activities-** Prepare Sales Ledger, Purchase Ledger, Trading Profit and Loss Account, Final account.

2007-2008	<b>Al Basheer English Medium school</b>	Naripparambu, Thavanur.
2008 –2010	<b>Hot burger Group Of Companies Accountant</b>	Rolla Sharjah
2011 2022	<b>Mangalam Trading Co.</b>	Mangalam, Tirur.

### **My Duties and responsibilities:-**

- Preparation of various invoices, Vouchers, Credit Note, Debit Note, etc...
- Preparing different Statements and Reports such as Cash Flow Statements, Monthly Income Statements, etc...
- Handling payroll of the employees, their claims, salaries and overtime payments in Excel format, and keep those records under the safe custody.
- Handling Petty cash transactions.
- Preparing different kinds of forms, layouts, and graphs, for office use.
- Maintaining of Cash Book, Ledger, etc.
- Perform Customer Service, Documentation and Cashier duties as required by the department.

### **Skills in Management:-**

- Ability to work under pressure with positive result oriented approach.
- Self-starter motivated individual, problem solver and the ability to accept responsibility and accountability.
- Highly developed management skills and able to interact with employees at all levels and ready to operate in challenging environment.
- Excellent administrative qualities to deal with people.

**Academic Qualifications:-**

2010-2012	PASSED.( MG UNIVERSITY)
	<b>B.ed</b>
2003– 2006	PASSED. (M.K.University.D.D.E )
	<b>Master of Commerce (M.COM)</b> Finance
2001– 2003	University of Calicut Kerala, India
	<b><u>Bachelor of Commerce (B.COM)</u></b>
2001– 2003	With Co-operation as optional subject and Financial Accounting, Cost Accounting, Management Accounting, Company Law and Business Law, Auditing, Banking theory and practices, business management, marketing management enter development program and Human resource management as main subjects.
	Higher secondary board of kerala govt. <b><u>Plus Two</u></b>
2000	State Education Board, Govt. of Kerala. <b><u>Secondary School (SSLC)</u></b>

**Computer Exposure:-**

Diploma from Data links Computer Education, Kuttikkad.

Programs : Q- basic, C++

MS-OFFICE Package : MS-Word, MS- Excel, MS- Power- Point, MS- Outlook - Express.

**Accounting Package : Tally, MS Excel, Peach Tree**

Others : Internet and Email,

**Personal Particulars**

Date of Birth : 10/04/1984  
 Sex : Male  
 Marital Status : Married  
 Nationality : India  
 Religion : Muslim  
 Passport Number : S7865779  
 Language Known : English, Malayalam and Tamil (Hindi and Arabic elementary)  
 Permanent Address : Moochikkal House, Naripparambu P.O, Thavanur Via.  
 679573, Malappuram Dist.