

# MUHSIN



 MUHAMMED MUHSIN

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 Dubai

Nationality: Indian

Visa stats: Visit visa

Valid till: 28 August 2022

DOB : 24/02/1996

## LANGUAGE KNOWN

Malayalam : Native

English : Fluent

Hindi : Intermediate

Arabic : Intermediate

## SOFTWARE

Tally ERP 9, Prime

Microsoft Office

## COMPUTER SKILL

- Basic operation in computer
  - Internet and browsing
  - Microsoft office
- (Power point ,excel, word)

# ACCOUNTANT

## PROFESSIONAL OBJECTIVE

A dedicated, enthusiastic and passionate youngster with immense courage to take up anything challenging. Highly motivated, reliable and organized person with excellent communication skills. Looking forward to be employed in a competitive environment.

## PROFESSIONAL EXPERIENCE

Designation : **ACCOUNTANT**  
Employer : **AL-AMEEN STORES**  
Duration : 3 Year and 4 Month

Designation : **DATA ENTRY OPERATOR**  
Employer : **TAX MATTERS**  
Duration : 6 Month

Designation : **DATA ENTRY OPERATOR**  
Employer : **7 DAYS SUPER MARKET**  
Duration : 6 Month

## RESPONSIBILITIES

- Recording and analyzing daily financial transaction
- Scheduling and updating of post dated cheque transactions
- Controlling of the bank transaction
- Analyzing and reporting of financial positions of the company
- Documents sale by creating or updating customer profile records
- Control over all Accounting and financial matters
- Handling and maintaining Accounts up to finalization .
- Handling staff files and preparation of payrolls
- Maintaining purchase & sales including Stock register

## EDUCATIONAL CREDENTIALS

### **Bachelor of Commerce (B COM)**

Calicut University (2014-2017)

### **Post Graduate Diploma in Practical Accounting (PGDA)**

Practical training in manual and computerized accounting  
Account Solutions (2017)

## PERSONAL SKILLS

- Team leader
- Adaptability
- Decision making
- Time management
- Communication
- Honest

## **PROFESSIONAL SKILLS**

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- Proficient with computer skills and comfortable with MS office, Excel, and Emails.
- Efficient in generating Daily reports and record upkeep
- High level of personal integrity and workplace ethics.

## **DECLARATIONS**

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I hereby declare that the above written particulars are true to the best of my knowledge and belief.

I will be held responsible for any deviation from the above mentioned details.

Your Sincerely,

MUHAMMED MUHSIN