

CURRICULUM VITAE



Muhammed Nisamudheen
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PROFILE SUMMARY:-

A qualified Accountant with 1 year of accounting and financial management experience. Accomplished professional with record of success in AP/AR, Payroll(WPS) & account reconciliation process. Proficient in using Tally Accounting software and MS Office. Seeks Accountant position to excel in the field of Accounts and Finance through continuous learning and constant skills up-gradation by working with a progressive company that provides opportunity for job enrichment and career advancement.

EDUCATIONAL QUALIFICATIONS

- Bachelor of Commerce - Calicut University, Kerala, India - 2016
- Plus Two – Board of Higher Secondary, Kerala, India - 2013
- SSLC - Board of Higher Secondary, Kerala, India - 2011

TECHNICAL QUALIFICATIONS

- Professional Diploma in Indian & Foreign Accounting, SAP
- Microsoft Excel, Microsoft Word, PowerPoint, Internet proficient.
- Tally ERP
- Peach Tree
- Quick Book

EMPLOYMENT HISTORY

ACCOUNTANT

- One Year (Dec 2018 to Dec 2019) worked as an Accountant at Ayyar & Cherian Associate – Kerala, India. Reporting to Finance Manager

DUTIES & RESPONSIBILITIES

- Account Payable Reconciliation
- Account Receivable Reconciliation
- Proficient with computer software programs in order to keep track of important information
- Bank Reconciliation
- Cash & Credit Card reconciliation
- Handling Petty cash and passing petty expense entries
- Payroll Processing through WPS
- Prepare journal and ledger accounts for assisting chief accountant.
- Passing Closing entries like prepayments and depreciation
- Preparing Supplier Payments
- Posting Sales and Purchase entry
- Posting contra entries

LANGUAGE SKILLS

- English, Hindi & Malayalam

PERSONAL STRENGTH

- Self motivating and ability to take the initiative
- Problem solving skill
- Communication skill and strategic planning
- Quick learner and Open to learning and exploring new technology
- Proficiency in Computer Typewriting.

INTEREST

- Learning new things

PERSONAL PROFILE

Date of Birth	: 14/11/1995
Marital Status	: Single
Religion	: Islam
Nationality	: Indian
Visa Status	: Visit Visa (Expiry 07/11/2020)
Sex	: Male

DECLARATION:-

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

Muhammed Nisamudheen. U

