

Areas of Expertise

- Closing of books of accounts
- MIS report preparation
- Stock management
- Payroll preparation
- Data Analysis
- Daily report preparation

Education Background

Bachelor of Commerce
University of Calicut (MAMO college),
Kozhikode, Kerala.

Personal Skills

- Interpersonal skill
- Critical thinking
- Dependable and reliable
- Flexible
- Positive and passionate

Computer proficiencies

- Platforms: Windows and Linux
- Accounting software:
 - * Tally * MIMS * Peachtree
 - * Sage-50 * QuickBooks
 - * SAP
 - * Customized ERP software &
 - * Confident to work with any accounting software.
- Microsoft Office

Linguistic ability

- English- [Read, Write & Speak]
- Hindi- [Read, Write & Speak]
- Arabic- [Read & Write]
- Other Indian regional languages

Other personal details

Date of Birth : 20-2-1993
Passport ID no. : L 2813418
Marital status : Single
Religion : Islam
Nationality : Indian
Visa status : Visit visa

Muhammed Sheril TK

Accountant CV

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PERSONAL PROFILE

A Commerce graduate, having deep knowledge in more than five Accounting software, 5 plus year experience in accounting field, also an excellent communicator, reliable and able to work on own initiative or as part of a team.

WORK EXPERIENCE

ACCOUNTANT

Accountant in "ALIF GLOBAL SCHOOL", Kerala, India (Dec 2018 to March 2020)

Duties Performed:

- Documentation and controlling of all the financial transactions in the School.
- Preparation of day book (collection from different modes and daily payments)
- Cross checking reports from the Cashier, Making Corrections if needed and submitting to the Management.
- Maintaining separate ledger for each student in ERP and checking if the fees are collected on time and following up pending fees.
- Recording of Purchases, Invitation of quotations, preparation of Purchase Orders.
- Preparing payments after verifying invoices, DOs and other documents.
- Maintaining Asset Register, Prepayments and other schedules
- Reconciliation of Bank, Account receivable, Accounts payable and Current account
- Preparation of MIS reports (monthly P/L, Fee receivable report, Collection reports, Cashflow reports)
- Preparation of Payroll from attendance record considering deductions, advances, LOP and so on.

ACCOUNTANT

Accountant in "Singapore Electronics WLL" Manama, Bahrain (Nov 2016 to March 2018)

Duties performed:

- Handling petty cash, preparation of cheques for suppliers and reconciliation of accounts.
- Handling banking transactions and preparation of BRS.
- Stock management and review of LC documents.
- Preparation of Schedules for Prepayments, Fixed Assets, Advance payments, Salary.
- Payroll preparation and managing other benefits of the staff.
- Finalization of accounts – preparation of P/L and Balance sheet

ACCOUNT ASSISTANT

Accountant in "Akbar travels of India Pvt Ltd, Mumbai India (June 2013 to April 2015)

Duties performed:

- Domestic payments and vendors handling.
- Billing of counter sales of tickets, visa and other holiday packages.
- Timely keeping records of vendor payables and Timely reminding of the same to the senior accountant
- Daily submission of consolidated day book to the senior accountant