

CURRICULAM VITAE

MOHAMMED SALIH

PROFILE

To secure a challenging position in a reputed organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATIONAL QUALIFICATION

- **BA Economics** (Calicut University)
- **HSE** (Kerala State Board)
- **SSLC** (Kerala State Board)

TECHNICAL QUALIFICATION

- **SAP (R/3) – Finance & Controlling**
- **Consultant Level & Endures Level**
- **Certificate in international financial accounting**
- **Tally ERP . 9 , Peachtree, quick book , MYOB**
- **Certified accountant – IICA. US**
- **International institute of certified accountant**

PROFESSIONAL EXPERIENCE

- **1 year experience as an accountant cum cashier in relief medicals kottakkal**
- **2 year Experience as an Accountant cum salesman in Abida Jewellery, Kottakkal**

JOB RESPONSIBILITIES:

- **Daily Cash Balance maintaining.**
- **Dealing and maintaining good relationship with debtors and creditors.**
- **Monthly Staff Salary preparation in Excel sheet.**
- **Assist in periodical stock taking and Compare in Accounting Software.**
- **Making monthly report to Management.**
- **Transfer fund to Suppliers through Cash, Cheque and Electronic Transfer.**



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PERSONAL PROFILE

Date of Birth : 09-08-1997
Religion : Muslim
Gender : Male
Nationality : Indian
Marital Status : Single

Address:
Muweilah
Sharjah - UAE

PERSONAL SKILLS

- **Honesty**
- **Hardworking**
- **Positive attitude**
- **Responsibility**
- **Confidence**

LANGUAGE KNOWN

- **English**
- **Malayalam**
- **Arabic (Basic Only)**

ACCOUNTING PROFICIENCY

- GST (Goods & Services Tax).
- Supplier and Customer Balance Reconciliation.
- Manual Accounting and Computerized Accounting.
- Accounts in MS Excel.
- Passing entries of Purchase, Sales, and Payment & Receipt etc.
- Reconcile bank Statement.

PROFESSIONAL SKILLS

- Ability to accept any challenge with an optimistic outlook
- Teaming up with the colleagues and and willingness to learn
- Comprehensive problems solving abilities
- Quick learner

PASSPORT & VISA DETAILS

Passport No	: S3154058
Issue Date	: 08-08-2018
Expiry Date	: 07-08-2028
Visa Status	: Visit Visa
Visa Expiry Date	: 01-09-2022

DECLARATION

I hereby declare that the above information is true to the best of my Knowledge and belief.

MOHAMMED SALIH

Date :

Place :