



MUHAMMED FARSIN

ACCOUNTANT

ABOUT ME

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative , learning and contributing towards the success of the company.

EDUCATION

MBA FINANCE

Bharathiar University
(Tamilnadu , India)

Persuing

B.COM FINANCE

University of Calicut
(Kerala , India)

2014 - 2017

HIGHER SECONDARY

Board of Higher Secondary Examination
(Kerala , India)

2012 - 2014

SSLC

Central Board of Secondary Education (CBSE)
(Kerala , India)

2011 - 2012

EXPERIENCE

ACCOUNTANT

AL BARJEEL OPTIC
(Sharjah , UAE)

Present

- ◆ Posting of Invoices.
- ◆ Posting of cash & cheque receipts.
- ◆ Accounts Receivable/debt collection.
- ◆ Preparing debit & credit notes.
- ◆ Taxation/VAT Accounting.
- ◆ Preparing Bank reconciliation statements.
- ◆ Maintaining ledger accounts.
- ◆ Office administration.
- ◆ Handling Customers.
- ◆ Preparing Trial balance, Profit & loss account, Balance sheet.
- ◆ All accounting process done through Tally ERP 9,MS Excel & MS Word.

ACCOUNTANT

FINANCIAL PLANNERS
(Kerala , India)

2018 - 2021

- ◆ Taxation/VAT Accounting.
- ◆ Follow up of Accounts of Clients.
- ◆ Preparing Invoice & Receipt.
- ◆ Preparation & Passing of Routine Journal Entries.
- ◆ Preparing & Maintaining of All Accounting records & Files.
- ◆ Dealing with Banks and Clients.
- ◆ Preparing & Presentation of Daily report.
- ◆ Preparation & Presentation of Financial report-profit & Loss Account, Balance Sheet.

SOFT SKILLS

- ◆ Ability to work independently with minimum supervision & under time pressure.
- ◆ Prioritizing tasks at hand based on importance & urgency.
- ◆ Good team Player & a good interpreter.
- ◆ Excellent oral & written communication skills.
- ◆ Ability to make decisions based on limited available information.
- ◆ Ability to learn and work with new software with minimum time and training.
- ◆ Good work exposure in handling accounts of any type of business organization from vouching to preparation of final accounts.

CONTACT DETAILS

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+91 9539672552

farsinfrntk@gmail.com

Sharjah , UAE

PERSONAL DETAILS

- ◆ **DATE OF BIRTH**
23-05-1996
- ◆ **MARITAL STATUS**
Single
- ◆ **NATIONALITY**
Indian
- ◆ **PASSPORT NO.**
S0301302
- ◆ **VISA STATUS**
Employment visa
- ◆ **LANGUAGES KNOWN**
English, Malayalam, Hindi,Tamil

CERTIFICATIONS

- ◆ TALLY ERP 9
- ◆ MS OFFICE (EXCEL,WORD,POWERPOINT)
- ◆ QUICKBOOK
- ◆ SAP
- ◆ MASTER OF CORPORATE ACCOUNTING &
MANAGEMENT (MCAM)

CORE QUALIFICATIONS

- ◆ ANALYTICAL AND PROBLEM SOLVING
- ◆ TIME MANAGEMENT
- ◆ SELF MOTIVATED
- ◆ TEAM WORKING ABILITY
- ◆ SERVICE ORIENTATION
- ◆ CLERICAL KNOWLEDGE