MUHAMMED SHEREEF BACHELOR OF BUSINESS ADMINISTRATION (BBA) Looking for job opportunities in the field of Accounts, Auditing and Document controlling



056 481 5152

ppshereef50@gmail.com

SYNOPSIS BBA Graduate from Kerala, India.

Having one-year experience as an **Audit Clerk** in CA Firm (INDIA)

EDUCATION

Microsoft Excels | 2019

- S.A.P (System Application of Product) | 2018
- Bachelor of Business Administration | 2017
- H.S.C | Kerala Board | 2014
- S.S.C | Kerala Board | 2010

WORK EXPERIENCE

JBS & ASSOCIATES, Velachery, Kerala, India

Job Title: Audit clerk

Duration: Apr 2018 to May 2019

- Vouching of Sales and Purchase register as well as expense register
- Verifying transactions entered in accounting systems (tally) with the bills and vouchers.
- Vouching of expense register
- Documents controlling and filling

Below are the name of the clients where audit assistance provided:

- 1. KM Tractors Velanchery, Kerala, India
- 2. Sandeepani School Velanchery, Kerala, India
- 3. Chasiya Silks Velanchery, Kerala, India
- 4. Jana Seva Medicals Valiyakunnu, kerala, India

★ PERSONAL INFORMATION

Birth Date : 22th May,1994

Marital Status: Single

Passport No: R0541779

Hobbies : Playing Cricket and volleyball
Languages : English, Hindi and Malayalam
Visa Status : Visit Visa till 24th Feb 2020