



# MUNEER M.V

ACCOUNTANT

## CONTACT

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Al khair building  
Room no. 152  
Industrial area 1  
Sharjah



mvmuneer123@gmail.com



+971- 561384636

## EDUCATION

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- BACHLOR OF DEGREE (B.COM) Computer Application  
M.G UNIVERSITY Kerala India 2018
- HIGHER SECONDARY COMMERCE 2013
- S.S.L.C KERALA BOARD 2011
- PDCFA (Professional Diploma In Computerised Financial Accounting) IHT  
Computer college Tirur Kerala India 2018

## SKILLS

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- TALLY ERP.9
- MICROSOFT EXCEL
- MICROSOFT WORD
- MICROSOFT OFFICE
- ACROTEX ACCOUNTING SOFTWARE
- COMRADE ACCOUNTING SOFTWARE

## WORK EXPERIENCE

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### Accountant and cashier at Sanha fasion Tirur Kerala India

2016 - 2018

- Manage cash and billing department
- Handled in payment and reciveble for debtors and creditors
- Handled in payroll system
- Handled in dialy closing

### Accountant at Al Munther Auto Spare Parts Sharjah U.A.E

2019 - 2021

- Handled dialy closing
- Handled in book keeping and computerised accounting
- Prepare monthly closing
- Manage in payment and recieveble for debtors and creditors
- Prepare in VAT (3 months)
- Assist in senior accountant for year ending process
- Manage in bank statement

## LUANGAGE

- ENGLISH
- MALAYALAM
- ARABIC

## EXECUTIVE SUMMURY

I am an account handler with strong interpersonal skills, highly creative and motivated to help businesses acquire and maintain clients long-term.

## PERSONAL DETAILS

NAME	MUNEER M.V
FATHER NAME	MUMMY M.V
DATE OF BIRTH	10-05-1994
GENDER	MALE
MARITIAL STATUS	SINGLE
NATIONALITY	INDIAN
PERMENENT ADDRESS	MUNDAVALAPPIL (H) VENGALLOOR (PO) 676102 MALAPPURAM (DIST) KERALA INDIA

## DECLARATION

I hereby declared that all information furnished above is true to the best of my knowledge and belief.