

# CURRICULUM VITAE

**MUHAMMED MEHROOF M**  
**ACCOUNTANT**



## Personal Info

### Address

PARAMBATH HOUSE  
CHIRAPPURAM  
NILESHWAR (PO) 671314  
KERALA, INDIA

DOB : 23/12/1995  
Gender : Male  
Nationality : Indian  
Marital status : Single  
Religion : Muslim  
Passport No. : R0396433

## Software Skill

Tally ERP 9  
MS Office

## Languages Known

English  
Malayalam

## Contact Details

Mob : 0097470253588  
[mehroofchoop@gmail.com](mailto:mehroofchoop@gmail.com)

## CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization

## SKILLS

Finalization of Accounts  
Taxation & Payroll  
Manual & Computerized Accounting  
Receivables & Payables  
Inventory Management

## Experience

January 2016  
November  
2018

### Accountant

M/s Accounts

Accounts contractors provide high quality and specialized accounting services to various industries

## Job Profile

- Preparation books of accounts and its finalization.
- Maintain Cash and accurately record cash transactions
- Prepare Income Statement and Balance Sheet
- Preparation of cash flow and fund flow statements
- Preparation of projected and provisional Balance sheets
- Payroll preparation and Accounting
- Preparation of Purchase and Sales registers
- Bank reconciliation statements

## References

P.V. Paulose (Administrator)  
M/s Accounts India, Ernakulam, PH # 0484 2384 684

## Education

**B.Com.**  
William Carey University

## Declaration

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations

Place : Doha

Date :

Name : Muhammed Mehroof M