MUHAMMED SABITH T

+971-528648833
muhammedsabithkoorara@gmail.com
Dubai

Profile Summary

Young, energetic and result oriented *with **B.Com, and CMA (Final pursuing)*** professional having Experience in the fields of Accounts having expertise in Accounts up to finalization , Accounts payable and receivables, Taxation.

SKILLS

- Tally

- DMS (Accounting software)

- MS OFFICE

- Completed 100 hour of training in Accounts & Information technology as per ICAI guidelines

- Account reconciliation

- Journal entry preparation

- Accounts payable

- Inventory assessment

- Highly skilled in the use of Internet

Professional & Educational Attainments

- CMA (final single group) FROM INSTITUTE OF COST ACCOUNTANTS OF INDIA
- CMA INTERMEDIATE FROM INSTITUTE OF COST ACCOUNTANTS OF INDIA
- B- COM FROM KANNUR UNIVERSITY

Professional experience

ACCOUNTANT (October 2018 to October 2019)

KERALA STATE CIVILSUPPLIES CORPORATION LIMITED

➢ Bank and stock reconciliation statement.

➢ Assist in Corporation Annual Balance sheet preparation.

➢ Audit and Verification of corporation Receipt and Payment.

➢ Detailed Voucher verification.

➢ Manage different Registers , Ledgers and Books of Accounts.

➢ Communicated with suppliers to reconcile invoice payment.

➢ Reviewed general ledger entries and assessed accuracy

LANGUAGES KNOWN

ENGLISH

MALAYALAM

HINDI

ARABIC

ACCOUNTANT   (September 2016 to march 2017)

UMMER KADAN &CO.

➢ Book Keeping for Various Clients

➢ Monthly Bank Reconciliation

➢ Vendor and Supplier reconciliation

➢ GST Accounting and Filing

➢ EPF and ESI filing.

Declaration

I hereby declare that all the above mentioned information is correctto the best of my knowledge and belief.

Yours faithfully

MUHAMMED SABITH.T

References will be provided upon request.