

CURRICULUM VITAE

SABEEH MOOSA TP

Dubai, UAE

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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

WORK EXPERIENCE {1+ years}

Organization	:	M/s. ACCOUNTS (Providing high quality and specialized accounting services to various industries.)
Location	:	edakkara – Kerala – India.
Nature of Work	:	Manual & Computerized Accounting
Position	:	Accountant
Period	:	From 2017 May to 2018 June
Reference	:	SHAREEF (Ph: 9947583669)

JOB PROFILE

- Compile and analyze financial information's and documents to prepare books of accounts and its finalization, including tax return (VAT and Inventory).
- Maintenance of Day Book and ledgers
- 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. Monitoring Payables and Receivables; produce monthly statement of accounts.

- Reconciliation of banks, creditors, debtors and intercompany accounts

EDUCATIONAL QUALIFICATIONS

- **B.Com** - (University of Calicut)
- **Plus Two** - (Board of Higher Secondary Education Kerala)
- **SSLC** - (Board of Secondary Education Kerala)

IT SKILLS

- Systems involving Microsoft Office Packages
- Accounting packages – Tally ERP 9
- Thorough working knowledge in computerized environment

PERSONAL INFORMATION

Father's Name	: Mohammed Ali Tp
Date of Birth	: 14/04/1997
Gender	: Male
Nationality	: Indian
Marital Status	: Single
Religion	: Muslim
Languages Known	: English, Malayalam
Passport No	: T1996972
Date of Issue	: 06/03/2019
Date of Expiry	: 05/03/2029

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

Date:

SABEEH MOOSA TP