

MURSHID SHAMEEM P

OBJECTIVE

A motivated and results-focused Admin & Accounting, Seeking an Opportunity to utilize my skill, and education to contribute to employer objective, profitability and success with a company offering potential for the challenge and Growth.

EXPERIENCE

2021 – Present Accountant - National Paints Factories QATAR

2020 - 2021 Admin cum System Support - EYS IT Solution
Perinthalmanna, Kerala INDIA

EDUCATION

2021 – 2021 Diploma in MS Office & Networking
EYS IT Solution perinthalmanna
2021

2017 – 2020 Bachelor of Commerce, Core Specialisation Computer
Application, MSTM College Perinthalmanna under
University of Calicut INDIA Year of passing: 2020

2015 – 2017 Higher Secondary Education at THSS Thachinganadam under
Board of Higher Secondary Education, Kerala INDIA
Year of passing: 2017

2014 – 2015 Senior School Secondary Education at AL FATHAH Pattikkad
under Board of Secondary Education, Kerala INDIA
Year of passing: 2015

DUTIES AND RESPONSIBILITIES

- Gathered financial information, prepared documents, and closed books
- Reconciled accounts and inspected general ledger for accuracy.
- Using Microsoft Excel in preparing reports and schedules.
- Participate in the preparation of income statement, balance sheet and final accounts.
- Recording Purchasing and Sales Invoice.
- Handling Accounts Receivables and payables.
- WPS.
- Payment of Supplier.
- Journal voucher Entry.
- Book Keeping.



ABOUT ME

QID:29835614079

DRIVING LICENSE:29835614079

D.O.B – 21 Feb 1998

CONTACT

murshi636923@gmail.com

+974 31679044

Now @ Doha

QATAR

SKILLS

- ☐ Time Management
- ☐ Recordkeeping and File Management
- ☐ Multi Tasking
- ☐ Problem solving
- ☐ Financial Statements Preparation
- ☐ Verbal and Written Communication
- ☐ Team Building and Leadership
- ☐ Accounts Management
- ☐ Quick Learning

FIELD OF INTEREST

- Accounts
- Administration
- IT
- Management

PASSPORT DETAILS

Passport Number: M3499638

Date of Issue: 24/11/2014

Place of Issue: Malappuram

Date of Expiry: 23/11/2024

Visa No: 29835614079

Additional Administration Duties

- Preparing and reviewing attendance sheet including all allowances and deduction.
- Follow up debit and credit statement and prepare monthly report.
- Recording, Allocation and Follow up of works.
- Maintaining good communication, work relationship and Coordination between Departments.
- Deal with customers, Answer phone calls, Preparing E-mails.
- Make Sure to complete Works before Due dates.
- Preparing Accounts and Collecting cash
- Reconciliation of all accounts every Month.
- Technical & Network handling.
- Outlook Handling
- System & software Support.

SOFTWARE KNOWLEDGE

*Tally ERP 9 (Basic)

*Bright International software

*MS Office

- MS Word
- MS Excel Spread sheet
- MS Power point

PROFICIENT LANGUAGES

- English
- Hindi
- Malayalam
- Tamil
- Arabic (Beginner)

REFERENCE

- Mr. MIRSA Senior Accountant @ National paints factories Qatar
- Mr. AZZAR Manager @ EYS IT Solution Perinthaldanna, Kerala INDIA

DECLARATION

I hereby declare that above mentioned particulars given by me are true and correct to the best of my knowledge and belief.

Date:

Place: DOHA

MURSHID SHAMEEM P