



MOHAMED SABEEB

ACCOUNTANT

📍 UAE
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ABOUT ME

I wish to emerge as a hardcore professional in a growing company by dedicating my complete skills and ability to achieve the target given. I hope my position can improve my knowledge base and provide an experience that can aid in my career progress.

Looking forward to build a long-term career in an organization where I can add my skills and Capabilities through learning and development to an accomplished goal with highest professional Standard.

LANGUAGES KNOWN

English

Malayalam

LICENSE DETAILS

License Number : 55/3459/2016
Date of Expiry : 18-03-2036
Place of Issue : INDIA

VISA DETAILS

Visit Visa
Expiry Date: 14/02/2022

WORK EXPERIENCE

DUBAI GOLD AND DIAMONDS

Kerala, India

July 2019 – October 2021

Accounting and Billing

- Voucher Entering
 - VAT and GST Practice
 - Accounts Payable and Accounts Receivable
 - Daily Cash Book
 - Handling most of the routine accounting functions.
 - Maintaining and updating cash book and ledgers.
- Finalization of accounts.**
- Bank accounts, reconciliation and bank interactions.
 - Credit and debit note generation. Maintaining sales register, purchase register, stock register and journal book.
 - Working on capital management and cost benefits analysis.
 - Preparing account statements. Maintaining cash record book on a daily basis.

PERSONAL DETAILS

Date of birth

28-01-1998

Nationality

Indian

Marital Status

Single

SKILLS

Tally, Peachtree, QB

THINKINGCOMMUNICA

TIONLExcel -MS Office

STRENGTH

- Willingness to take responsibilities
- Optimistic
- Confident and hardworking
- Trustworthy
- Adaptability
- Flexibility to work in shift

PASSPORT DETAILS

Passport Number : R5029455

Date of Expiry : 13-11-2027

Place of Issue : Malappuram

TECHNICAL QUALIFICATIONS

Professional Skills

- Certificate in International Financial Accounting
- MS Office Automation
- Certified Accountant
- FICS UK

Ability to accept any challenge with an optimistic outlook.

Teaming up with the colleagues and willingness to learn.

Comprehensive problems solving abilities.

Quick Learner

EDUCATION

Degree

2016-2019

Bachelor of Commerce

Higher Secondary

2014-2016

Computer Commerce

DECLARATION

I hereby declare that all the information and facts given Above are true to my best of my knowledge and belief.

Date:

Place: Dubai

Mohamed Sabeeb