



MUHAMMED SHAFEEQ ALUVA

ACCOUNTANT

Dubai

+971 523180534

muhammedshafeeqaluva@yahoo.com

AXIS

Dedicated and experienced Accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve company.

EXPERIENCE

THOUFEEQUE HOTEL

ACCOUNTANT

Aug2016 - Aug2018

- Monthly tax return filing (Vat, GST) of sales & purchase and tax payment in every months.
- Purchase bill clearing and its payment.
- Employees registers maintenance(Attendance register, Wage register, Overtime register and Appointment letter) and salary payment.
- Coast calculation (Material coast, Labour coast, Fixed coast).
- Daily purchase and stock checking.
- Bank accounts handling, Issuance of cheque and daily maintenance.
- Daily closing, Profit and Loss calculation.
- Certification, License renewal from Government authorities.
- Fixed expense calculation and its payment.
- Documentation and filing of all Register, Purchase bill, Sales, and Payment bill etc...

ACADEMICS

M G University Kottayam
B Tech. (Mechanical Engineering)

2018

PERSONAL DETAILS

Date of Birth : 06-08-1992

Marital Status: Single

Nationality : India

Passport no. : P8064047

Visa status : Visit visa

LANGUAGE

English

Hindi

Malayalam (Native)

Tamil

Urdu

SKILLS

M S Office (Advanced Excel)

Tally

Documentation

Estimation

Time Management

INTERESTS

New Technologies

Traveling