



MUHAMMED ADIL C C O

**Zahira Manzil
Main Road
(po)Thalassery
Kannur**

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About Me

Date of birth:
19-08-1996
Place of birth:
Thalassery, Kerala, India

Nationality:
Indian.

Religion:
Islam

Marital Status:
Single

Gender: male

LANGUAGES KNOWN:
English, Malayalam,Hindi

Career Objectives

To associate myself with progressive organization that provides me an opportunity to exhibit my knowledge and skill and upgrade myself with the advanced knowledge in the field of Finance & Accounting.

Professional Strengths

- Time management skills developed through working on time-bound assignments
- Good communication and interpersonal skills
- Willingness to take responsibilities
- Ability to organize, coordinate, implement and control work related activities
- Capable of adapting to new environment and grasp new techniques quickly
- Strong analytical and problem solving skill

Personal Profile

A hard working person who can work with less supervision and can handle tasks with responsibility. Ability to function in a multi-cultural and multi-national working environment. Eagerly accepts new challenges and adapts well to any possible situation. Strong inter personal and communication skill, ability to cope with all level of people and excellent problem solving skill.

Career Experience

Sreesan Kartha Tax Practitioner & TRP Thalassery (TRP:T046000807)
01-10-2018 to Till Date

Responsibility

Finalization & preparing the books of accounts

- Maintain accounts and income book keeping through accounting standards

Preparation of financial statements , schedules to financial statements & notes to Accounts

- Coordination with Auditor.
- Preparation of Bank Reconciliation Statement

Preparation of Petty Cashbook.

EDUCATION

1.VISA (Virtual Interactive System of Accounting)-
Focus Institute of IT & Accounting, Thalassery

2.Degree

Bcom(University of Calicut)

Year:2015-18

3.Secondary School

Certificate (Board of Public Examination, Kerala Government.)

Year: March 2013-15

4.SSLC Board of Examination, Kerala, India

Year : 2013

Computer Skills

- Good knowledge in MS Office applications, QuickBooks, Peachtree and Tally ERP9
- Excellent knowledge in handling and managing finance and accounting work through various accounting packages

Strength

- ¶ Self confidence and effective communication
- ¶ Hard working and commitment to the job concerned
- ¶ Efficiency and professionalism in approaching targets and obtaining results
- ¶ Ability to work independently, handling multiple tasks and assignments simultaneously

Declaration

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars

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