

MUHAMMED SHAHIN

+971 58 1152319

muhammedshahin1199@gmail.com



OBJECTIVE CAREER

Seeking a position to utilize my skills and abilities in the Industry that offers professional growth while being resourceful, innovative and flexible and to learn, to grow and assimilate my vision and upgrade my professionalism to excel at par with the world with specific skills in the Industry.

- 2 year of experience in Accounting and Tax field.
- Hard working, loyal and well versed with all kind of Accounts / Administration works.
- Professional and maintains excellent relations with all levels within the organization.
- Willingness to take responsibilities.
- Deliver and maintain the highest standard of the office at all time.

WORK EXPERIENCE

Company Name	Job Description
MS ASSOCIATES, KANNUR	Worked as an Assistant Accountant <ul style="list-style-type: none">• Preparation of Final Accounts.• Preparation of Profit / Loss Accounts and Balance Sheet.• Petty Cash Management and day to day book keeping etc.• Preparation of Ledgers and Vouches• Secretarial and Clerical Works.• Tax (GST) Transactions and filing.
A ONE PAPPINNISSERI	A ONE GLASS, PLYWOOD & HARDWARE, PAPPINISSERI. Worked as Accountant

PROJECT

- A study on Financial Performance of Berger Paints

COMPUTER KNOWLEDGE

- Certificate in Accounting Technician (Tally).
- Well-versed with Computer with knowledge of MS. Word, MS. Excel, MS. PowerPoint, MS. Outlook, Internet, Web Technology and Hardware.

EDUCATIONAL QUALIFICATION

Course Name	Board / University
Secondary School Leaving Certificate – 10th Std.	2013 – Kerala Board of Public Examination.
Higher Secondary School – 12th (Commerce).	2015 – Kerala Govt. Of Board of Higher Secondary Examination.
Degree of Bachelor of Commerce with Computer Application.	2019 – Jamia Hamdard – New Delhi, India.
Master of Commerce (M. Com) (Accounting and Financing) Pursuing.	2019 – 2021 – Annamalai University, Tamil Nadu.

LINGUISTIC ABILITIES

- English : Speak, Write and Read

PERSONAL PROFILE

Date of Birth : 12th August 1996
Nationality : Indian
Passport No. : T3437448
Visa Status : Visit Visa

POSITIVE QUALITIES

- Hard working
- Self confidence
- Communication skill
- Sincere and dedicated
- Leadership skill
- Creative thinking

References:

Mr. Abdul Kareem – MD
A-One Pappinisseri
+91 9656843609

Mr. Shafi – MD
M.S. Associates
+91 9847547118

DECLARATION

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

Muhammed Shahin