***CURRICULUM VITAE***

CAREER OBJECTIVE

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress.

PROFESSIONAL EXPERIENCE

**ALANKAR STEELS - PERINTHALMANNA**

**(From December 2019 to Tilldate)**

**Position: Assistant Accountant**

**Job Profile:**

* Business day to day transactions verifying and recording with Tally.
* Preparing the debtors and creditors reports for monthly GST purpose.
* Daily follow-up with customers and collect fund from customers.
* Preparing the bank reconciliation statement.
* Preparation of various registers like Sales, purchase and stock.

QUALIFICATION

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Board/University** | **Year** |
| **TALLY ERP & GST** | **-** | **2019** |
| **DEGREE (BBA)** | **CALICUT UNIVERSITY** | **2019** |
| **PLUS TWO** | **KERALA BOARD** | **2016** |
| **SSLC** | **KERALA BOARD** | **2014** |

OTHER QUALIFICATION

* **TALLY**
* **MS WORD**
* **MS EXCEL**

SKILLS

* Effective Communication skills.
* Good motivation skill and Hardworking.
* Good Organizational Skills.
* Sincere approach in duties and responsibilities.

REFERENCES

* SHARAFATH C

Manager (**ALANKAR STEELS – PERINTHALMANNA)**

**Phone : 9605560196**

**MOHAMMED SHIBIN P**

Contact**:+91 8075265495**

**E mail** : *pmohammedshibin@gmail.com*

***Permanent Address***

Poothottil House

Pallikuth

Pattikkad Post

Malappuram (Dist)

Kerala (State)

India

Pin – 679325

***Personal Details***

Date of Birth : 02/08/1999

Sex : Male

Religion : Muslim

Marital Status : Unmarried

Nationality : Indian

***Linguistic Abilities***

**To Read & Write**

English, Malayalam, Hindi

**To Speak**

English, Malayalam, Hindi

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Pallikuth

**MOHAMMED SHIBIN P**

Date : 08/03/2021