



Muhammed Midlaj V K

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S K I L L S

8 / 10

Microsoft Office (Excel, Word, Access)

6 / 10

Tally

5 / 10

SAP

3 / 10

QuickBooks

3 / 10

Peachtree

E D U C A T I O N

M. Com Finance

MES arts and Science College

(Affiliated by Calicut University, Kerala, India)

2019-2021

Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA)

QuickBooks, Tally, SAP, Peachtree

2018-2019

B. Com Computer Application

Golden hills arts and science college

(Affiliated by Calicut University, Kerala, India)

2015-2018

Higher Secondary (Computer Commerce)

GHSS Karuvapoyil, Kerala

(State Board of Kerala, India)

2013-2015

A B O U T M E

A Finance aspirant looking to make a career in field of Accounts and Finance. Have gained a lot of knowledge, skills sets and techniques by being able to work within the field and professional experience.

Seeking challenging roles and positions across industries as senior accountant/finance executive in demanding position, high standards of quality and precision and providing me with opportunity to add value to the organization and self-career enhancement.

E X P E R I E N C E

Accountant and Sales Assistant (Part-time)

Noble Jewelers / Kerala, India / 2019-2020

Part-time accountant and sales assistant, assisting the clients and handling customers requirement and monitor day to day balance sheets.

- Maintaining General Accounts and Finance related tasks
- Preparing and recording various vouchers like cash payment, journal, cash receipt, cheque receipt.
- Managing all aspects of Accounts Receivable and Accounts Payable.

Sales and Accounting Executive

Best India computer Shoppe / Kerala, India / 2018-2019

Represent the firm to customers and assisting customers with branded computers and accessories to their tailored needs and requirements. Handling the accounts, finances and monitor day to day balance sheets.

- Update of day-to-day accounts.
- Reporting to supervisor in charge of daily progress/activities.
- Provide best solution for customers and handling complaints, requests and queries.
- Alert management to customer purchasing habits, likes, and dislikes.

Merchandising representative (Part-time)

Hard Ware Plaza / Kerala, India / 2014-2015

Handling transactions, attended call orders and managing storefront of a hardware equipment and building materials store.

- Assisting customers in making purchases.
- Stocking shelves, arranging product displays.
- Manage store inventory