



MUHAMMED SHAAZ V K

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ACCOUNTANT

An accounting Professional having sound experience in the book-keeping areas which is initiated from the tactical level of management to the operational level tasks. Also having the thrive to innovate both individual and collective propositions, professionally BBA.

Risk qualified who is willing to accept the related roles in making both end missions and visions workout

CORE STRENGTHS

- MS Office
- Critical Thinking
- Effective Communication
- Time Management
- Attention to detail
- Problem-solving
- General Business Knowledge
- Data Analysis

LANGUAGES KNOWN

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

TOTAL WORK EXPERIENCE

ACCOUNTANT

NOBLE HARDWARES, Kannur, KERALA, INDIA .
(March 2019 – September 2021)

- Preparing accounts and tax returns
- Monitoring and spending budget.
- Advising on how to reduce costs and increasing profits
- Keeping accounts book and system upto date
- Compiling and presenting financial and report budgets
- Review existing policies and procedures
- Adhere to all the rules and regulations
- Financial forecasting and risk analysis
- Handle monthly, quarterly and annual closings
- Manage balancesheets and profit/loss statements
- Ensure timely bank payments

STORE MANAGER

C KUNHAMOO & Co. Kannur, KERALA, INDIA .
(June 2015 – February 2019)

- Adding the accounting data and customer billing
- Complaint handling and solving.
- Developing product knowledge for both in house and research purpose
- Conducting progress meeting weekly
- Co-ordinating the sales team
- Organize orders and inventory

ACADEMIC HISTORY

➤ **BACHELOR OF BUSINESS ADMINISTRATION,**
BHARATHIAR UNIVERSITY, 2012 -2015

➤ **HIGHER SECONDARY,**
CENTRAL BOARD OF SECONDARY EDUCATION, 2010 -2012

PASSPORT NUMBER : M2429756