



MUHAMMED SHANUL NAVAS SHAIK

Accountant | +971 564 614 369 | shanulshaik@gmail.com

Objective

I would like to work as an accountant or on an accounts based job. I wish I could use this opportunity to the fullest and work on my skill and experience and provide the company with my best.

Address:

Al Quoz 1
Back Side Bowling Center
Near Lulu, Street #5a

Languages Spoken:

- English
- Hindi
- Tamil
- Malayalam

Personal Profile

- National : Indian
- State : Kerala
- Gender : Male
- Date of Birth : 12-11-1998
- Age : 22

Work Experience

Accountant

TASS & HAMJIT Pvt Ltd - Calicut (above 1 year)

- Keeping records of daily transactions
- Managing petty cash
- Assigning entries to proper accounts
- Using accounting tools wherever necessary
- Handling ledger accounts
- Keeping check for invoices or payments

Certifications

Information Technology training

100 hours course on Information Technology Training (ITT) organized by The Institute of Chartered Accountants of India.

Orientation Course

15 days of Integrated Course on Information Technology and Soft Skills (ICITSS) organized by The Institute of Chartered Accountants of India

Soft Skills

- Tally ERP9 - 1 year experience
- Micro Soft Excel - 1 year experience
- Micro Soft Word - 1 year experience
- Zoho Books - 3 months

Academic History

Madras University (Distance Education)

Bachelor of commerce / 2019

The Institute of Chartered Accountants of India / (Pursuing)

CA inter (IPC) / (Pursuing)

The Institute of Chartered Accountants of India

CA Foundation (CPT) / 2016
