





# MASHOOD M

## ACCOUNTANT

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Kerala, India

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### EDUCATION

**CHMHSS  
POOKULATHUR**  
2012

SSLC

**AL-IRSHAD HS**  
2015

HIGHER SECONDARY  
(Commerce)

**CALICUT  
UNIVERSITY**  
2018

**HM ARTS AND SCIENCE COLLEGE - Manjeri**  
DEGREE  
B.com (Finance)

**TASC CALICUT**  
2018

International Business Accounting & taxation  
(GST, VAT, MS OFFICE, EXCEL, INCOME TAX, QB)



### EXPERIENCE

Job Title: ACCOUNTANT

Name of Company: BISMI MARBLE AND GRANITE MANJERI

Start: From 04-Dec-2018 - To 10-Dec-2019

Detailed description of role, duties responsibilities and achievements:

- Vouching of ACCOUNTS
- Tax consultant,
- Gst Filling,
- Pre-audit function,
- Preparation Financial statement
- BANK Reconciliation statement
- Internal and external AUDITORS
- Computation of TDS Reports
- MIS REPORTS,
- MS office word &Excel

Job Title: ACCOUNTANT

Name of company: KEYEM EXIM CO. MANJERI

Start: From 15-Jan-2020 - To-16-Dec-2021

Detailed description of role, duties responsibilities and achievements:

- Vouching of accounts
- E-Filing of monthly GST returns,
- Preparation of financial statement
- BANK Reconciliation,
- AUDIT Functions
- Finalising annual accounts,
- MS office word and excel
- Pre-audit function



#### KEY QUALIFICATION

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- TALLY      VAT
- QB        INCOME TAX
- GST       MS OFFICE, EXCEL



#### OBJECTIVE

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- To make a mark in services industry by putting best of effort.
- To enhance my professional skill in dynamic and fast paced workplace.
- To build a long-term career in healthcare with opportunities for career growth
- To solve problems in an effective/creative manner in challenging position



#### REFERENCES

.....

**Mr. Sayid Cj**

Business coach, Accounts and Tax trainer.  
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