

Resume



MUHAMMAD SHAFEEQUE. N

Ajman, UAE

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Career objective

To pursue a challenging career in the field of Accounting and Finance related discipline.

Looking for a suitable post in the field of Accountancy & Finance in a reputable organization providing me a platform to improve mutual growth, build upon my professional skills and knowledge progressing from operational to strategic level of management .Where I can utilize my skills and competencies in best possible way for achieving company's objective and to gain long term employment with a company

Personal Attributes

- ❖ Commitment and dedication towards work.
- ❖ Good time management, analysis and planning.
- ❖ Hard worker and straight forward.
- ❖ Ability to work under pressure in fast-paced environment.
- ❖ Good exposure in accounting system under **Tally 9.0 ERP** software

Educations

- ✓ **M.com (University of Calicut- 2018)**
 - NATIONAL COLLEGE OF ARTS & SCIENCE PULIYAVU
- ✓ **B.COM (University of Calicut-2016)**
 - DHARUL HUDA ARTS & SCIENCE COLLAGE NADAPURAM
- ✓ **Higher secondary – Crescent higher secondary School Vanimal (Commerce -2013)**
- ✓ **SSLC - Crescent Higher Secondary School Vanimal (2010)**

Technical skills

- MS Office,
- Tally ERP 9.0
- Operating System: Win XP, Win 07& Win 08.
- Quick Books
- Peach Tree

- Oracle

ACHIEVEMENTS

Academic

- Skilled in financial management, costing and financial accounting, and intercompany reconciliations
- Adept at reviewing accounting records and other financial data to assess accuracy, completeness and conformance with company policies and applicable reporting standards.
- Organized many college events and participated various programs inside and outside campus.
- Skilled in Financial Planning ,Budgeting and Team Management

Extra-curricular Activities

- Participated in many arts festivals held at school and college levels and won prizes.
- NSS (National Service Scheme)

Professional Experience

- **SIONA ENTERPRISES.** – Accounts Executive 15th December 2018 to 30-09-2021

DUTIES AND RESPONSIBILITIES

- ⊙ Handling Cash Book Closing and petty cash
- ⊙ Handling AP and AR
- ⊙ Passing Journal , Receivable and Payable entries
- ⊙ Handling Credit transactions
- ⊙ Monitoring DSR
- ⊙ Bank and Cash Reconciliation
- ⊙ Collecting daily sales cash and depositing
- ⊙ Cheque preparation to the suppliers
- ⊙ Suppliers and Customers handling
- ⊙ Tax and Vat
- ⊙ Reporting the work to Manager
- ⊙ Tax and Vat Calculations
- ⊙ Passing credit note and debit note

PERSONAL PROFILE

Father's name : ANDRU
Date of Birth : 10-05-1996
Sex : Male
Marital Status : Single
Nationality : Indian
Languages Known : English, Malayalam and Tamil
Permanent Address : Narangoli [H],
Kodiyura (PO)
Kallachi (Via)
Kozhikode (DT), Kerala, India
Personal Mob No : +971 582302735

Declaration

I hereby declare that the in formations furnished above are true to the best of my Knowledge and belief.

Place: United Arab Emirates
Date: 03 -11-2021

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