



MOHAMMED MIHARAS P.J

Accounting & Auditing Executive

A dynamic and sincere professional with 11 Months experience in accounts field.

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📍 Dubai

WORK EXPERIENCE

Accounting & Auditing Executive

Jeeson & Company Chartered Accountants,
Kerala, India

24-11-2020 to 21-09-2021

Kerala

Achievements/Tasks

- Preparation and submission Weekly, Monthly and Yearly of Management Reports.
- Preparation and filing of GST, TDS, INCOME TAX RETURN
- Making management Reports on Product Costing, Marginal Costing etc.
- Preparation, Maintenance and Finalization of Annual Accounts.
- Reconciliation of Bank Accounts, Accounts of Debtors/ Creditors.
- Preparation of Invoices and Follow up with Customers Monitoring Petty Cash and Related ledgers.
- Maintaining of Ledgers in Tally Generating Monthly and Yearly reports.
- Preparation of monthly Profit and Loss Accounts.
- Assist Finance Manager for annual audit performed by External auditors, Assist External auditors for outdoor Auditing
- Bank Concurrent Auditing

TECHNICAL SKILLS

Well-versed with MS office (MS Word, MS Excel, MS PowerPoint)

Tally ERP 9

Manual Accounting

Ethics

Finacle core

COURSES AND CERTIFICATIONS

Advanced Diploma in Manual Accounting

Advanced Diploma in Computerized Accounting

Microsoft Office Specialist

GCT VAT

LANGUAGES

English Read, Write & Speak

Malayalam Read, Write & Speak

Hindi Read & Speak

Arabic Read & Speak

PERSONAL QUALITIES

Strong analytical and problem solving skills.

Unmatchable communication skills in Written and verbal both.

Ability to work individually as well as in team

Highly trustworthy, discreet and ethical.

Effective Time management skills

EDUCATION

B. Com

University of Annamalai, India –2021

LEISURE TIME ACTIVITIES

- Football, Cricket, Kabaddi, Badminton, Music, Swimming

ACHIEVEMENTS

- Kerala Junior and senior State Championship Participated in Kabaddi
- University Team Player – Kabaddi
- University Inter- Zone Semi-Finalist, Kabaddi -3 Seasons

Sports Coach, Kabaddi

I.C.A English Higher Secondary School,
Thrissur, Kerala (2017 -2019)

- Worked as Visiting coach for 3 Seasons.
- Prepared team to represent the school in sub-district level.
- Achieved Championship twice.
- Achieved First Runner-up Once.

PERSONAL DETAILS

Nationality : Indian
Sex : Male
Date of Birth : 16.09.1999
Marital Status : Single
Passport Number : S0890209
Father's Name : K.M Jaleel