



**MUHAMMED
SHABAB VC**

Mob: 0527181660

Email:

**muhammedshabab4446@gmail.
com**

Kannur, Kerala, India

Personal Details

Nationality: Indian

Date of birth: 09 May 1994

Religion: Islam

Marital Status: Single

Language skills

Fluency in English

Arabic (Read / Write)

Hindi (Read / Write)

Malayalam

(Native language).

Passport Details

Passport No. P 5867156

Date of Expiry: 23 Jan 2027

RESUME

CAREER OBJECTIVE:

Young & energetic holding Bachelor Degree in Commerce. Keeping focused on achieving the organizational targets without compromising the quality of given task. A good team player, punctual, quick learner, ability to work under pressure, sincere and hardworking.

EDUCATIONAL QUALIFICATION:

- **Bachelor's Degree in Commerce, Computer Application** from Jamia Hamdard Off Campus, India- 2016
- **Plus Two** from Public Exam Board- Kerala.- 2013
- **SSLC** from Public Exam Board- Kerala.- 2011

**PROFESSIONAL QUALIFICATION:
EXPERIENCE**

S.H Associates Tax Consultants -Kannur, Kerala, India

Period : November 2017 – November 2019 (2 Years)

Position : Assistant Accountant

FLAVOR MART, Thana, Kannur, Kerala, India.

Period: October 2020 to November 2021

Main responsibilities

- Preparation of Day Book, Ledger and Trial Balance
- Preparation of Profit & Loss Account and Balance Sheet
- Preparation of Monthly Pay Roll
- Preparation of Receipt and Payment Vouchers
- Computerized Accounting up to Finalization, Monthly & Yearly Trial Balance
- Maintaining All Banking Transactions and Reconciliation

TECHNICAL KNOWLEDGE

- DCFA (Diploma in Computerized Financial Accounting)
- Microsoft office- Windows XP, Windows 7, Windows 8
- MARG, Tally, Excel, SAP.

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ACCOUNTING PLATFORMS

- SAP (System Application And product)
- TALLY
- MARG

PERSONAL SKILLS

- Well organized and good time-management.
- Seek new responsibilities, take initiative and able to work under pressure.
- Great team player and flexible with the work atmosphere.
- Problem solving skills and positive approach to tackle the challenges.

DRIVING LICENSE

Holding valid Indian License for Light Motor Vehicle and Motor Bike.

DECLARATION:

I hereby declare that the information mentioned above is true to the best of my knowledge and belief.

MUHAMMED SHABAB. V.C