

MUHAMMED SHAREEF K

ACCOUNTANT

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SUMMARY

Objective

I am an Accountant with more than 8 years of experience in the field of accounting. Offers insight into financial reporting, accounts payable and receivable, specialized in tax knowledge, specialized in tally, additional to being well-versed in regular accounting system. Friendly, outgoing and energetic personality assists with the team-based office environment and customer relations.

Profile Achievements

- Highly knowledge and experience in Tally
- High level of proficiency in QuickBooks, Peach tree, Highrise, Zoho books, Microsoft Office, and Ceridian to use in accounting tasks.
- Experience in accounts payable and receivable and more employment accounting tasks.
- Prepares financial statements of different kinds for senior management.
- Strong time-management skills to priorities with multiple tasks to meet deadlines and work requirements.
- Can effectively reconcile complex ledger reports and bank statements, with the ability to detect inconsistencies and rectify problems where needed.
- Professional written communication skills and fast typing speed for document creation and internal communications.
- Auditing financial information from different sources to ensure consistency and accurate financial data for different companies and individuals.

Key Highlights

- “Accounts Team for **Mall of Travancore, Trivandrum** Project and operations”
- “Account Team of other projects under **Malabar developers Pvt Ltd** Silver Linden, Royal Mangrove, Grand oak, Grand Cedar, Orchid Park, Royal pine, Royal Mulberry”

EDUCATIONAL QUALIFICATION

Madurai Kamaraj
University -2014

Master of Commerce in Finance and Tax

Institute of Professional
Accountant (IPA) Calicut,
Kerala -2012

Certified Professional in Indian & Foreign Accounting (CPIFA)

Calicut University
Kerala -2011,

Bachelor of commerce in Co operation

The Board of Higher Secondary
Education Kerala -2007

Plus, Two – Commerce

EXPERIENCE

1) Accountant
March 2021
– Pursuing

Top Most
Freight
Solutions
LLC, Dubai,
UAE

- Handle Accounts Payables and Accounts Receivable process.
- Managed vendor / supplier relations
- DPW, Dubai customs, Calogi Payments and Reconciliations
- Timely and accurate process of invoice, expense reports, credit memos and payment transactions
- Handled data entry and general ledger work as well as book keeping and general clerical tasks
- Expertise in the Preparation and Maintenance of books of Accounts.
- Performed Sales reporting
- Handling inventory management
- Financial analysis and reporting
- Expertise in handling petty cash & manage reimbursements.
- Expertise in MIS preparation of the Companies.

2) Senior
Accountant
(6.9year) 2014 -
2020

Malabar Group
of Companies
(Malabar Gold
and Diamonds)
Calicut, INDIA

- Expertise in GST Returns and VAT filing.
- Experience in processing payroll.
- Expertise in Banking.
- Have Experience in TDS Return Filings.
- Bank reconciliation and ledger reconciliation.
- Have experience in Fund Management.
- Record day to day transaction, posting ledger, finalizing profit & loss and balance sheet account
- Performed Budgetary Statement preparation for the Management.
- Handling of cash floats, proper maintenance of records and reconciliations.
- Monitoring construction activities, and it's budgeting, procurement, cost analysis, cash flow management
- Preparing the purchase orders and managing the stock levels.

PROFESSIONAL SKILL

Software packages

Accounting Packages: Tally Prime
Tally ERP 9
Quick books
Zoho Books
Highrise ERP (Kanix)
Peach tree
Scoop Sense

Office Packages: MS Office (Excel, Word, Power Point)

PERSONAL INFORMATION

- Languages known English, Malayalam & Hindi
- Nationality Indian
- Date of Birth 04/08/1989
- Marital Status Married
- Passport number K1516353
- License UAE: 4295245
INDIA: 57/3050/2008