

MUHAMMED SABEEH



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PERMANENT ADDRESS

Abrar (House)
Pallikkara (Post)
Thikkodi (Via)
Kozhikode
Kerala, India – 673522

PERSONAL DATA

Date of Birth : 08-05-1998
Gender : Male
Nationality : Indian
Marital Status : Single

LANGUAGE FLUENCY

English : Speak, Write, Read
Malayalam : Speak, Write, Read
Hindi : Write, Read
Arabic : Write, Read

SKILLS

Time Management

Active Learning

Strong Written and Oral
Communication

Critical Thinking

Organization And Attention
To Detail

Analytical And Problem Solving

CAREER OBJECTIVE

I am seeking a challenging and fulfilling position, which exploits my talents and provide ample opportunities for growth in all spheres.

To devote my knowledge, experience, energy and skills towards the development of the organization I am associated with, to the best of my capabilities.

WORK EXPERIENCE

AUDIT ASSISTANT/ ACCOUNTANT - ABDUL AND ATHUL
(2020 November to at Present)

ABDUL & ATHUL Chartered Accountants are financial and Management consultants.

- Financial Management
- Income Tax
- GST Solutions
- Business Formation
- Property Management
- E- Filing
- Accounting

Chartered Accountants

FRN:018664S
Email:guidepayyoli@gmail.com
Benhar Plaza Building,
Near Payyoli Sub Treasury,
Perambra Road,
Payyoli, Kozhikode,
Kerala, India -673522

EDUCATIONAL QUALIFICATION

- **CMA USA (Pursuing)**
IMA (Institute of Management Accountants)

2020 CERTIFIED IN COMPUTERIZED FINANCIAL ACCOUNTING
College Of Commerce Koyilandy

2016 – 2019 BACHELOR OF BUSINESS ADMINISTRATION (B.B.A)
SNDP College Koyilandy (CCSS UG, Calicut University)

2014 - 2016 HIGHER SECONDARY (+2)
CKG Memorial Higher Secondary School, Chingapuram

INTERESTS

SPORTS

GAMING

TRAVELLING

PET CARE

INTERNSHIPS

A study on “**CUSTOMER SATISFACTION AMONG RELIANCE JIO CUSTOMERS IN VATAKARA TALUK**”

COMPUTER KNOWLEDGE

- Knowledge in Computer Fundamentals Windows10 ,Windows8 Windows XP, Windows 7, Linux
- Specialized in Microsoft Excel and Microsoft word
- Specialized in Tally ERP 9.0 Accounting software
- Fundamentals Data Analytics and Visualization –IMA Global Certificate Holder

JOB PROFILE

- Maintain day to day books of Accounts in Tally ERP 9
- Maintain Journal entry, Sale, Purchase & Expenses Invoice
- Preparing Credit Note, Debit Note
- Maintain Stock Register
- Prepare Receivable / Payable party's reconciliation
- Preparation of Cheques & Payments Vouchers
- Maintain the payroll list day to day
- Preparation of bank reconciliation on daily basis
- Maintaining cash, bank transaction and also bank related work comprising all electronic transactions
- Preparing the outstanding list of Debtor & making Payment follow-up
- Preparing & Filing GST Return (GSTR 1 & 3B) , GSTR 2A reconciliation
- Registration and Filing Income Tax and TDS
- Completing the daily report on the regular basis and proving information to the managers
- Finalization of Trading and Profit & Loss Account , Balance Sheet

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above-mentioned particulars.

Muhammed Sabeeh