



MUHAMMAD SHAFI K

✉ **muhammedshafi9645708869@gmail.**

☎ **+ 971 557093861**

United Arab Emirates

Dubai ,AL Qusais

Skills

Thorough working knowledge
in computerized environment

Systems involving Microsoft
Office Packages

Accounting packages – Tally
ERP 9

Education

B.com (university of Calicut)

Plus Two (Board of Kerala)

SSLC (Board of Kerala)

IT SKILLS

Language

English

Malayalam

Hindi

Personal Details

Date of Birth : 06/06/1996

Marital Status : Single

Nationality : Indian

Passport NO : S8942454

Expire : 06/01/2029

Objective

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization

Work Experience

○ KP GROUPS

(Accounts contractors provide high quality and specialized accounting services to various industries.)

Location : Edakkara– Kerala – India.

Position : Accountant

Period : 2017 - 2018

○ BELLWISH Build Mart LLP

Location : Edakkara– Kerala – India.

Position : Accounts & Billing

Period : 2018 - 2019

Reference : www.bellwish.com

○ GRAND IMPERIAL ELCTRONICS TRADING L.L.C

Location : Al qusais

Position : Accountant

Period : From 2019 Feb onwards

Job Profile

○ Compile and analyze financial information's and documents to prepare books of accounts and its finalization.

○ Maintenance of Day Book and ledgers

○ Preparation of cash flow and fund flow statements

○ Prepare Income Statement and Balance Sheet

○ Payroll preparation .

○ Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.

○ Reconciliation of banks, creditors, debtors and intercompany accounts

DECLARATION

The above-furnished details are true to the best of my knowledge.

MUHAMMAD SHAFI K

