

MUHAMMED SWALIH . K
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CAREER OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience to a place where I can encourage and permitted to be an active participant as well vital contribute and development of the company.

CAREER HISTORY

Junior Accountant

KMT Tiles & Sanitary wares – Perinthalmanna, Kerala (June 2020 – November 2021)

- ❖ Monitoring daily communications and answering any queries.
- ❖ Preparing statutory accounts.
- ❖ Ensuring payments, amounts and records are correct.
- ❖ Invoice processing and filing.
- ❖ Bank reconciliation.
- ❖ Working with spreadsheets, sales and purchase ledgers and journals.
- ❖ Maintained and documented weekly consumables inventory, control results, and maintenance logs.
- ❖ Payment receiving and Cash management.
- ❖ Managing and preparing daily & monthly reports.
- ❖ Manage phone calls and correspondence (e-mail, letters, packages etc.)
- ❖ Track stocks of office supplies and place orders when necessary.

Cashier

LAIBA Fashions – Pulamanthol, Kerala (April 2019 – May 2020)

- ❖ Received payments from customers.
- ❖ Calculated total payments received during a time period, and reconcile this with total sales.
- ❖ Cash handling and management.
- ❖ Checking and counting cash properly and handover to the head cashier at the end of the day.
- ❖ Prepare and manage all the invoices.
- ❖ Handling check, bank accounts.
- ❖ Salary preparation and management.
- ❖ Conducted physical inventory of store supplies on a regular basis.
- ❖ Assisted with administrative duties related to data entry and document preparation.
- ❖ Greeted all customers and provided excellent customer service.
- ❖ Assisted in maintaining, merchandising and housekeeping throughout the Sales department
- ❖ Handled all customer service issues in a timely and professional manner.

PROFESSIONAL SKILLS

- ❖ Accounting Transactions
- ❖ Budget Forecasting
- ❖ Financial Statements
- ❖ Tax Returns and Profit & Loss Management
- ❖ Cash Management
- ❖ Fast mathematical skills
- ❖ Good command of Microsoft Office Tools (Word, Excel, Power Point and Access).

PROFESSIONAL QUALIFICATION

- ❖ Bachelor of Commerce (B.Com) Degree Holder
- ❖ Post Graduate Diploma in Corporate Accounting & Management (PGDCAM)
- ❖ SAP, Tally ERP 9 , Quick Books and Sage50 /Peachtree
- ❖ Proficient in MS Office
- ❖ Advanced in Accounting, Direct Tax, GST, Income Tax

ACADEMIC QUALIFICATION

Bachelor of Commerce with Computer Application (B.Com + Finance) – IDEAL Arts & Science College (Calicut University 2019)

Commerce (Kerala State Board 2016)

SSLC (Kerala State Board 2014)

PERSONAL INFORMATION

Date of Birth	:	07-06-1998
Marital Status	:	Single
Sex	:	Male
Languages known (fluent)	:	English and Malayalam
Passport No	:	R1153676
Visa status	:	Visit Visa
Visa Validity	:	10-03-2022
Nationality	:	India

DECLARATION

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

MUHAMMED SWALIH. K