




MOHAMMED SHANIF ACCOUNTANT

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Dedicated and detail-oriented accountant with 2.5 years of experience in financial reporting and analysis. Proven expertise in managing accounts, budgeting, and financial forecasting. Seeking a challenging accounting position in a reputable organization where my skills and knowledge can contribute to the company's success.

Experience

ACCOUNTANT

07/2021 – 01/2022

STAR MOBILES, Kerala, India.

ACCOUNTANT

02/2022 – 10/2023

AM HONDA, Kerala, India.

DUTIES AND RESPONSIBILITY

- Post and process journal entries to ensure all business transactions are recorded.
- Preparation and presentation of company's final book of accounts including Trial balance, Balance sheet, Profit/loss, & cash flow statement.
- Verifying and inspecting the books of accounts such as accounts payables, accounts receivables, income, expenditure, and asset additions to confirm completeness and accuracy.
- Maintaining the day-to-day accounts & daily bookkeeping.
- Reviewing a company's accounting procedures to ensure that they are being followed correctly.
- Payment follows up with clients as a part of Accounts receivable.
- Managing the Petty cash as per the business requirement and creating & updating expenses reports.
- Preparing of weekly & monthly reports.
- Reviewing online banking transactions and preparing bank reconciliation accurately with the company's financial records and resolving discrepancies.
- Preparing vouchers, quotation, purchase orders & issuing invoices or bills.
- Providing administrative support to ensure efficient operation of office.
- Assisting monthly, quarterly, and annual closings.
- Ensure appropriate approvals prior in all type of payments like advances, utilities rents, fuel, and suppliers & other cheques. etc.
- Preparing, processing payroll & releasing salaries via WPS.
- Preparing & filing VAT.
- Prepare audit findings, write audit reports, and develop recommendations.
- Ensure compliance with all applicable plans, policies, and standards.
- Vouching of cash and Bank books, Sale and Purchase Registers, Debtors Ledger, Creditors

Education

BACHELOR OF COMMERCE (B.COM)

2021

CALICUT UNIVERSITY

POST GRADUATE DIPLOMA IN INDIAN & FOREIGN ACCOUNTING (PGDIFA)

Areas of Expertise

- ❖ Tally
- ❖ MS Office
- ❖ SAP (FICO)
- ❖ Quick book
- ❖ Sage 50
- ❖ Financial Reports
- ❖ Reconciliation
- ❖ Accounts Payable & Receivable
- ❖ Payroll & WPS
- ❖ Analyzing
- ❖ GST
- ❖ Tax Audit & Tax Returns
- ❖ Bookkeeping
- ❖ MIS Reporting
- ❖ VAT Filing
- ❖ Cash Flow

Personal Details

Nationality	: Indian
Date of Birth	: 12/10/1998
Marital Status	: Single
Visa Status	: Visit Visa
Language	: English Hindi Malayalam Arabic