



# MOHAMMED SHABEER E

Accountant cum Sales Executive

## PROFILE

To work in a well reputed organization with at most sincerity and dedication for the development of the company and to improve my skills and experience.

## CONTACT

PHONE:

050 147 7390

EMAIL:

[Shabeermohd68@gmail.com](mailto:Shabeermohd68@gmail.com)

## SKILLS

Confidence  
Hardworking  
Time management  
Objectivity  
Working under pressure  
Interpersonal skills

## EDUCATION

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### **Bachelor Degree**

Bachelor of Commerce, University of Calicut  
2016-2019

### **Professional Diploma in Computerized Accounting**

Tally ERP 9, Peachtree, Quick book and MS Office

### **Master of commerce ( M.com PURSUING)**

MADHURAI KAMARAJ UNIVERSITY

### **Higher Secondary**

Commerce, Govt of Kerala  
2014-2016

### **Secondary**

2014

## WORK EXPERIENCE

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### **Accountant cum Sales Executive**

BHARATI AIRTEL LTD INDIA

2019-2021 (2 Years)

- Prepare monthly financial statement

Critical Thinking  
Communication  
Organization  
Customer Service Skills

## LANGUAGES KNOWN

English  
Malayalam  
Hindi  
Tamil  
Arabic – (Add  
provisionary level)

## OTHER INFO

Date of Birth: 19.12.1998  
Nationality : Indian  
Visa Status : Visit Visa  
Passport No: S0120057  
Marital Status: Single

- Maintaining up to billing system.
- Follow up to collect and allocate payments
- Preparing daily reports and monthly ledgers
- Managing day to day activities
- Collect data to prepare monthly report
- Monitors online payment, credits cards or bank transfer payments
- Performed as Store in charge
- Customer service executive
- Office admin, outlet management
- ERP handled
- VAT filing
- Reconciliation of bank accounts
- Knowledge in accounting terms and management concepts about the firm.

## TECHNICAL SKILLS

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- Tally ERP 9
- MS Office package
- VAT and GST calculation
- Peachtree and Quick Book

## DECLARATION

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I Certify that data furnished above are correct to the best of my knowledge and assure that I may be disqualified if the above details are bound to be incorrect. If my CV meets with your requirements, I assure that I will carry out the duties entrusted to me loyally and to the entire satisfaction of my Superiors.

Yours Sincerely  
MOHAMMED SHABEER E