



MBA with 3 years of experience as a General Accountant.

CONTACT

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Visa Status: Visit Visa
Address: Dubai, UAE
Nationality: Indian

LANGUAGES KNOWN

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

SKILLS

Build Smart
Tally
Function5 Sales tracker
Microsoft Office Excel
Microsoft Office Word
Time Management
Critical Thinking
Handling Pressure
Leadership
Team Building
Quick Learning

EDUCATION

MBA/ Finance and Marketing
Marthoma School of Management
Studies (M G University), 2016-2018
BBA/ Finance
Ma'din arts and science college
(Calicut University), 2013-2016

ACHIEVEMENTS AND AWARDS

Digital Deepak Certificate On Digital
Marketing
Soft Skill Development Certificate
from QTEC
Event Coordinator of Management
Fest – FUDICIOUS 2K17
Winner of Manorama-Gillette all
Kerala Fest-2018

CAREER OBJECTIVE

To actively engage in a challenging and contributing position, utilizing skills and knowledge acquired through my education and work experience.

EXPERIENCE

**General Accountant at “CherianVarkey Construction Company (P) Ltd.”
(Kochi Metro Project, April 2018 – January 2021)**

The short tenure at CVCC was indeed a great learning experience. I was the General Accountant for the Metro Project. I consider it a great privilege and experience to have been associated with such a great team for such a big project.

Duties and Responsibilities

- Reconciliation and posting of purchase bills, sales bills and petty cash.
- Auditing and VAT Return filing.
- Handling Accounts payables, Accounts receivables and General ledger.
- Cheque preparation, collection and clearing.
- Posting and reconciliation bank statement on daily basis.
- Gather and collect all the financial data and information, verify whether it has been accurately entered in the system, monitor and retrieve the financial details.
- Review and post Accounts payables ledger entries, manage and process invoices, prepare and review Accounts receivables, and other balance reconciliation.
- Assist in tracking the journal entries by reviewing the source documentation, making relevant adjustments and assisting in the preparation of audit requirements.
- Ensure timely completion of the assigned accounting tasks that are in accordance with the outlined policies and procedures.
- Tracking and review all the process involved in purchase requisition to invoice reconciliation.
- Prepare and evaluate profit and loss account, balance sheet, cash flow statement and MIS reports.
- Prepare spreadsheets and financial reports for submission to management.
- Be present at various meetings, address the issues, and provide appropriate guidelines for improvising the process.

ACADEMIC PROJECTS

- Project on Liquidity, Profitability and Solvency position at CherianVarkey Construction Company (P) Ltd. Kadavanthra, Kochi.
- Organizational Study at Stecon Polymers (P) Ltd. Vengara, Malappuram.
- Project on Patient Satisfaction at Honeys Naturopath (P) Ltd. Tirur, Malappuram.