

CURRICULUM VITAE

MUHAMMED SHUAIB A

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Accounting Specialist

- ❖ Billing Analysis ▼ Financial Management ▼ Organizational Accountability ▼ Budgeting Interpersonal Communication ▼ Reconciliation ▼ Preparation of all kind of reports.
- ❖ Self motivated and highly knowledgeable, accounting specialist in tracking and auditing funds. Prepare monthly reports and coordinate activities with the Finance Manger to provide performance data to the Management.

Professional Experience:

- ❖ 2 Years experience as an accountant cum office administrator in Sayed Saleh Trading Est. - Bahrain
- ❖ 2 Years experience as an accountant cum office administrator in a school

.Job Description

- Maintain up-to-date billing system
- Follow up, collection and allocation of payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Reconciliation of accounts
- Monitoring customer account details for non payments, delayed payments and other irregularities
- Maintain accounts receivable customer files
- Follow established procedures for processing receipts, cash etc
- Prepare bank deposits
- Bank Reconciliation
- Investigate and resolve customer queries
- Process adjustments
- Organizing a recovery system and initiate collection efforts
- Preparation of monthly area wise and sales man wise reports for the sales review and Commission calculation.
- Monthly analysis of customers aging.
- Preparing quarterly, half yearly, yearly stock report.
- Preparation of Reconciliation Statement.
- Communicating with customers via phone, email or personally
- Preparing presentation of documents under Import and Export letter of credit
- Preparation of Costing Sheet

- Verifying the prices of each item in the credit note and its posting for updating the stock and Accounts.
- Daily observation of item cost after posting of every purchases.
- Checking of profit analysis report by item wise.
- Preparation of Royalty report.

Academic Qualification

- ❖ B.Com (University of Calicut – Calicut, Kerala, India) Year: 2012

Technical Qualification

- ❖ Peachtree, Quick Books and Tally (Accounting Software)
- ❖ Diploma in Computer Hardware

Key Competencies

- ❖ Attention to detail and accuracy
- ❖ Very good word processing and data entry skills.
- ❖ Very good record maintenance skills.
- ❖ Good account balancing skills.
- ❖ Excellent communication and interpersonal skills.
- ❖ Ability to prepare financial reports.

Languages Known

English and Malayalam

Personal Background

Sex : Male
 Date of Birth : 09/07/1989
 Marital Status : single
 Nationality : Indian
 Passport No. : J 9642748
 License No : 56/736/2010 [Indian]

I hereby declare that above things are true and correct to my best knowledge.

MUHAMMED SHUAIB A