



MUBEEN M

OBJECTIVE

Seeking a career in the areas that will benefit prospects for my career development. Where I can apply my skills, knowledge and creativity, and contribute effectively to the organization.

CONTACT

Email :

mubeenut@gmail.com

Mobile : + 971567084231

PERSONAL DETAILS

Date of Birth : 09/06/1997
Nationality : Indian
Passport No : U8049694
Visa Status : Visit
Gender : Male
Marital Status : Single
Languages : English, Hindi
&Malayalam

COMPUTER LITERACY

- Tally ERP9
- MS office
- SAP FICO
- Peachtree
- Quick book

WORK EXPERIENCE

Trading Accounts, Computerized Accounts in Tally, Taxation and worked as an Audit Assistant in **EVM SHEREEF AND ASSOCIATES**

(from 26th August 2019 to 31st January 2021)

EDUCATION

- **DCMCA** - Diploma Certification in Manual and Computerized Accounting.
(Manual Accounting, Tally ERP 9, Peachtree, MS Excel)
- Diploma in SAP and Finance (**FICO**)
- Bachelor's Degree from University of Calicut
B.Com (2015-2018)
- Higher Secondary
ISS HSS Ponnani (2013-2015)
- SSLC
DHOHSS Pookarathara (2013)

FINANCIAL SKILLS

- Strong financial knowledge including good understanding of financial statements, ratios and corporate finance principles.
- Ability to use MS Office suite, Quick Book and Tally ERP-9
- Capable of handling account payable, account receivable, maintaining general ledgers, handling book keeping and preparing accurate financial reports.
- Details understanding of the GST.

DUTIES AND RESPONSIBILITIES

- Recording accounting journal entries.
- Ledger scrutiny - Checking different ledger in detail to find out errors if any
- Day book Maintenance- Sale, Purchase, Receipt, Payment
- Bookkeeping - Verifying the recorded transactions and passing other necessary entries to assure completeness.

AREA OF INTEREST

- Accountant
- Data entry
- cashier
- Purchase / receivables
- Personal Assistant
- Marketing and sales
- Financial accounts

- Inventory verification - Assure the actual inventory with the balance in book
- Inter branch reconciliation.
- Petty cash invoice verification
- Administered online banking functions.
- Tax Return Filling
- Capable of paying attention to details, and maintaining confidentiality of the information

DECLARATION

I hereby declare that the above mentioned information is authentic to best of my knowledge and belief.

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