



# MUHAMMED ADIL TV

A C C O U N T A N T

## CONTACT



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Bur Dubai ,  
UAE

## PERSONAL PROFILE

Father Name : Abdul Kareem P

Gender : Male

Nationality : Indian

Date of birth : 06 October 1996

Marital status : Single

Religion : Islam

Passport No : R0377038

## ACADEMIC DETAILS



Bachelor of Commerce  
Kannur University  
India (2014 - 2017)



Higher Secondary Certificate  
Board of Public Examination  
India (2012 - 2014)



High School Certificate  
Board of Public Examination  
India (2012)

## SUMMARY

Aim to be associated with a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gives satisfaction thereof.

## WORK EXPERIENCE



### CASHIER

02/2021 – 01/2022

**NMC Medical Center , Sharjah , UAE**

#### Major Duties and Responsibilities :

- Handle payments for services rendered to patients by receiving and recording them properly .
- Developing and enforcing stringent credit policies by following up with defaulting accounts.
- Accurately entering daily payment activities into clinic databases.
- Creating daily , weekly and monthly cash and reports as part of a dedicated accounting system.
- Great and check in patient , and collect personal , medical and insurance information.
- Schedule , reschedule , and verify patient appointments with secondary care provider.
- Handling petty cash .



### ACCOUNTANT

06/2018 – 01/2021

**SHABARI INTERNATIONAL , INDIA**

(Manufacturers & Export of Furnishings & Home Textiles.)

#### Major Duties and Responsibilities :

- Management of bills and invoices
- Preparing daily cash book
- Maintaining General Ledger
- Usual follow up with our clients through email
- Maintaining accurate records of daily work procedures

## LANGUAGE KNOWN

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- ENGLISH
- HINDI
- MALAYALAM

## COMPUTER SKILL

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- Tally ERP9
- Microsoft Office Applications-Microsoft Word Microsoft Excel , Microsoft Access, Microsoft Power Point ,etc.
- Internet and Email correspondences
- Knowledge of VAT
- GST

## OTHER COURSE

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- ✓ Advanced Corporate Business Administration- ACBA(2017)  
Almis Academy , Kannur , India  
**Internship –**  
(13-09-2017-31-12-2017)
- ✓ Advanced Diploma in Computerized Financial Accounting (2016-17)  
College of Commerce , Kannur

- Ensuring that information is accurately collated and entered in to systems
- Accounts payables , Accounts receivables , Financial reports
- Prepare e-waybills Prepare GST and TDS
- Preparation of all financial reports
- Managed income and expenditure accounts
- Reconciled the company's bank statements and bookkeeping ledgers



### ACCOUNTS ASSISTANT

( Training Period )

#### SHAKKEER AND ASSOCIATES , INDIA

(Chartered Accountant)

##### Major Duties and Responsibilities :

- Management of bills and invoices
- Maintaining General Ledger
- Reconciled the company's bank statements and bookkeeping ledgers
- Preparation of all financial reports

## PERSONAL SKILLS AT WORK

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- Can handle time pressure and deadlines well.
- Creative thinking, disciplined and fast learner.
- Good interpersonal and communication skills
- Quick learner with solid formal education
- Hardworking and result oriented

## DECLARATION

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All the information provided by me above is true & correct as per my knowledge and belief.

**MUHAMMED ADIL TV**