



## Muhammed Shaheem

**Nationality:**Indian **Date of birth:**20/02/2000 **Gender:** Male

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**Address :** Dubai, United Arab Emirates

### ABOUT ME

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Accountant with more than 1 year of experience in maintaining financial record and managing budgets. I am Proficient in accounting software including MS Office, Tally, SAP, Peachtree and QuickBooks. I seek an opportunity to continue my work as an accountant in your company, where my dedication to ensuring accurate and efficient financial operations can aid in maintaining financial security and health for the company.

### WORK EXPERIENCE Accountant cum Business Executive

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**JMTech Innovation Pvt. Ltd [HP exclusive showroom] [ 10/2022-10/2023]**

**City:** Kasaragod, Kerala **Country:** India

- Maintained financial records and ensured proper recording of operation required for the financial workflow.
- Utilized a consultative sales approach to understand customer needs and recommend relevant offerings, resulting in increased sales.
- Monitored customer buying trends, market conditions, competitor actions and achieve sales goals.
- Performed audit assignments, prepared monthly financial statements and maintained confidential financial documents and records.
- Works with clients and CFOs to resolve problems involving accounting errors, financial troubles or account management.
- Maintained constant contact with clients in order to ensure that their needs were met.
- Investigated financial discrepancies and pro-actively participated in weekly team meetings with manager.

### Accountant Trainee

**B Yathish Prabhu-Tax Consultant [ 06/2022 – 10/2022]**

**City:** Kasaragod, Kerala (India)

- Prepare accounting records under the guidance and supervision of accounting supervisors.
- Calculated Tax and VAT liabilities, processed financial transactions and executed other duties as required.
- Experience in collecting fees and maintaining records using Tally software.
- Assisted with activities related to the accounts payable function including processing, posting and corrections.
- Adept at performing administrative and clerical duties such as word processing, data entry, faxing, and copying.

### EDUCATION AND TRAINING Bachelor of Commerce in Cooperation

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**Dr.Ambedkar Art & Science College [ 06/2018 – 03/2021 ]**

**Address:** Kasaragod, Kerala (India)

### High School Education

**Kakkat Government Higher Secondary School [ 06/2013 – 03/2016]**

**Address:** Kasaragod, Kerala (India)

## **Vocational Higher Secondary Education**

**Kakkat Government Higher Secondary School** [07/2016 – 03/2018 ]

**Address:** Kasaragod, Kerala (India)

## **Diploma in Indian and Foreign Accounting (PGA-SAP)**

**GTECH Education** [ 04/2021]

**Address:** Kasaragod, Kerala (India)

### **LANGUAGE SKILLS**

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Mother tongue(s): **Malayalam**

Other language(s):

**English, Hindi, Tamil**

### **DIGITAL SKILLS**

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QuickBooks / Peachtree / SAP FICO / Tally / Microsoft Office / Advanced Excel

### **SOFT SKILLS**

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**Attention to detail**

**Analytical**

**Critical Thinking**

**Problem solving**

**Effective Communication**

### **MANAGEMENT AND ACCOUNTING SKILLS**

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**Budgeting**

**Accounts Payable and Receivable**

**Payroll**

**Financial reporting**

**Data Analysis**

**Tax Filings**

### **CONCLUSION**

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I hereby declare that the above information and particulars are true and correct to the best of my personal knowledge and belief.

**Muhammed Shaheem**