



MUHAMMED MUHSIN

CONTACT INFORMATION

📍 Sharjah , UAE

✉️ muzz537@gmail.com

☎️ +971545686353

PERSONAL STRENGTH

- Leadership Quality
- Self Confidence
- Good communication skill
- Interest in learning
- Team Work
- Hard working
- Easy adaptable

KEY SKILLS & IT SKILLS

- Tally Erp
- Oracle
- Peachtree
- Quick book
- Ms Excel
- Ms Word
- Powerpoint

ABOUT ME

Date of Birth : 26-04-2000
Gender : Male
Nationality : Indian
Passport No : T2021809
Visa status : Employment
Language Known : English
Malayalam
Hindi

OBJECTIVE

To be result oriented and to achieve a greater professional career by sharing my experience with other team members also to achieve organizational goal and growth.

WORK EXPERIENCE

ACCOUNTS ASSISTANT (FEB 2022-PRESENT)

SAFARI MALL (Sharjah,UAE)

- Review all invoices for appropriate documentation and approval prior to payment
- Posting all expenses and incomes to the respective branches.
- Petty cash handling and cash reconciliation on daily basis.
- Review the vendor list on regular basis and ensure compliance.
- Preparing Suppliers Payment voucher on credit period basis.
- prepare and process cheque payment after ensuring that all internal policy requirements are adhered to.
- Monthly Inter-company Reconciliation.
- Reconciling suppliers Accounts with supplier's statements received .
- PDC management & ensure the availability of fund in the account to honor the cheques.
- Managing the Customer PDC ; Depositing Cheques to the bank on maturity; coordinating with different divisions for the cheque clearance.
- Assist in month end closing and month end & yearly stock taking

ACCOUNTANT (APR 2021-SEP 2021)

FAME CO LIGHTS(Kerala,India)

- Posting and processing journal entries
- Recording cash transactions accurately
- Updating accounts recievable and issue invoices Updating accounts payable
- Preparing monthly financial report
- Preparation of monthly financial statements Reconciling bank accounts, creditors and debtors records

EDUCATION HISTORY

2022- MBA FINANCIAL MANAGEMENT
BHARATHIDASAN UNIVERSITY /TAMILNADU/
INDIA

2018-2021 BACHELOR OF COMMERCE/KANNUR UNI
VERSITY/KERALA/INDIA(OGPA:7.79)

2016-2018 XII(HSC)/BOARD OF HIGHER SECONDARY
EDUCATION/KERALA (89%)

2015-2016 X (SSLC)/KERALA(72%)

ACHIEVEMENTS

- Participated in Additional Skill Acquisition Programme (ASAP) .
- Participated in Management fest.
- Class Representative at College.