



## MUHAMMED UVAIS P

+97 1566950663

uvaiskommoden@gmail.com

Dubai- UAE

Age: 25 (Unmarried)

Passport No:P6079289

Passport Validity - 2027

## SKILLS

- BOOK KEEPING
- TAXATION
- TIME MANAGEMENT
- ANALYTICAL SKILL
- QUICK LEARNING
- LEADERSHIP
- COMMUNICATION

## LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL
- ARABIC
- HINDI

## HOBBIES

- READING
- TRAVELLING
- BADMINTOM
- CRICKET

## REFERENCE

PRASANTH CA

-Manager Accounts

+91 7510839839

ERONIMUS ANTHONISAMY

-Assistant Professor

+91 7868061211

## SUMMARY

*Diligent, efficient and self motivated bookkeeper with more than a year experience in the field of Real estate on driving accounting and financial operation, report documentation and business to business (B2B) communication for company. Analytical and efficient data analyst with business acumen, ability to meet payment processing deadlines and report accuracy goals. Good in management with staff work scheduling, communicating with customers and streamlining documentation operation*

## EXPERIENCE

### Junior Accountant

**HILITE BUILDERS PVT LTD**

25-Oct-2022 – 13-01-2024

- Passing journal entries.
- Bank Reconciliation.
- Bank Payment.
- Book keeping.
- Complete project handling – Receipt issuing, Share certificate, return calculation, Share register, Payments, Etc.
- TDS – Entry, Workings, Payment, RPU generation, Online correction (Tracess).
- GST (Taxation) workings, Calculation.
- Intercompany, Balance sheet etc.
- Forecasting, Fund management.

## EDUCATION

**CENTRAL UNIVERSITY OF PUNJAB**

Masters in Commerce - 2020-22

**UNIVERSITY OF CALICUT**

Bachelors in Commerce – 2017-20

### PUBLICATION

**CAPITAL STRUCTURE AND PERFORMANCE WITH SPECIAL REFERANCE TO MEDIA COMPANIES**

## SOFTWARE

- TALLY
- QUADRA
- CLIQUE
- LEADS
- MS OFFICE EXCEL
- MS OFFICE WORD
- POWER POINT

## PERSONAL QUALITY

- Keeping ledgers and bank book accurate and reconciled.
- Highly efficient in journal entries and voucher keeping.
- Confident to solve large problems.
- Smart worker, punctual, Honest and committed to carry any work.
- Quick leaner, good communicator and highly responsible.
- Well educated for passing journal entries.