

MOHAMMED HASEEB.P

ACCOUNTANT



ABOUT ME

Dynamic and detail-oriented accountant with a proven track record of delivering accurate financial reporting and strategic financial management. Adept at analysing complex financial data, implementing robust accounting processes, and ensuring compliance with regulatory standards. Possesses strong analytical and problem-solving skills, coupled with effective communication and interpersonal abilities. Committed to maintaining the highest level of integrity and confidentiality in handling sensitive financial information. Seeking to contribute my expertise in financial management to a dynamic organization where my skills can drive financial success and strategic growth.



Haseebpalliyali7878090@gmail.com



Kerala, India



+91 9633625908

EDUCATION

BACHELOR OF COMMERCE

University of Calicut, Kerala, India  
2018– 2021

HIGHER SECONDARY

Board of Higher Secondary Education,  
Kerala, India  
2016–2018

HIGH SCHOOL

Board of Public Examination, Kerala,  
India  
2015-2016

PROFESSIONAL SKILLS

- Tax Computing
- Analytical Skill
- Financial Statement
- Financial Reporting
- Reconciliation
- Accounting Reports
- Communication Skills
- Time Management
- Financial Analysis
- Budgeting
- Problem Solving
- Attention to details
- Team Collaboration
- Determination and Confident

WORK EXPERIENCE

ACCOUNTANT

Al Faris Trading Co, Kerala, India | Oct 2021 – Nov 2023

- Accurately record day-to-day financial transactions, including purchases, sales, receipts, and payments, to maintain up-to-date and organized financial records
- Compiling, analysing, and reporting financial data.
- Responsible for overseeing and completing the finalization of books of accounts, ensuring accuracy, compliance with accounting standards, and timely closure for financial reporting.
- Creating financial reports like profit and loss statements and balance sheets, etc.
- Presenting data to investors, managers, and other entities.
- Ensure timely process of Payroll and other allowance through WPS.
- Maintain accurate and up-to-date financial records, including ledgers, journals, and financial statements.
- Responsible for efficiently managing accounts receivable and payable processes, ensuring timely invoicing, collections, and payments to maintain optimal cash flow and financial stability.
- Timely reporting financial summaries to key management.
- Manage bank reconciliations and petty cash, ensuring accurate record-keeping, timely reconciliations.
- Ensure compliance with financial policies for effective cash flow management.
- Documents financial transactions by entering account information.

SOFTWARE PROFICIENCES

- |               |             |
|---------------|-------------|
| • Tally Prime | • Peachtree |
| • QuickBooks  | • MS Office |
| • SAP Fico    |             |

## LANGUAGES

English



Hindi



Tamil



Malayalam



## INTERESTS



Reading



Football



Swimming

## CERTIFICATIONS

- **Diploma in Financial Accounting**  
G-Tech Computer Education (2023)
- **Certification course in SAP Fico**  
SAP Education's Site License Program (2023)
- **Certification in Tally Essential Comprehensive**  
Tally Education Pvt Ltd (2023)

## DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

**MOHAMMED HASEEB.P**