



# Muhammed Hashik

ACCOUNTANT



## CONTACT

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Dubai

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Email:  
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Date of Birth:  
09/04/1997

Passport Number:  
T4211265



## JOB SKILLS

Cash flow and fund flow management

Auditing Knowledge

Maintain and record cash transactions

Prepare Income Statement and Balance Sheet

MS Office

Tally

VAT Returns

Day Book and Ledger management

Quick Book



## LANGUAGE

ENGLISH ● ● ● ● ●

MALAYALAM ● ● ● ● ●

HINDI ● ● ● ● ●

ARABIC ● ● ● ● ●



## OBJECTIVE

Seeking a suitable position in Accounts and Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization



## EXPERIENCES

### Accountant

3/3/2023 - Present

### Silver Corner Trading LLC, Dubai

Responsibilities:

- Preparing accounts and Tax Return
- Financial Forecasting
- Maintain Receivable and Payable
- Handle Bank Reconciliation

### Accountant

6/6/2022 - 31/1/2023

### Wiras College, Vilayancode, Kerala

Responsibilities:

- Maintain day book
- Maintain cash book
- Bank reconciliation statement
- Payroll

### Accountant

15/1/2021 - 31/10/2021

### Aura Home Center, Payyanur, Kerala

Responsibilities:

- Manage all financial transactions
- Maintain Day Book
- Create and update data database and excel spreadsheet
- Computerized Accounting

### Administrative & Accountant

10/12/2019 - 31/12/2020

### Peace Public School, Payangadi, Kerala

Responsibilities:

- Manage all financial transactions
- Payroll Maintenance

### Accountant

1/11/2017 - 29/11/2019

### M/s. Accounts, Kochi, Kerala

Responsibilities:

- Manage all financial transactions of various industries
- Create and update data database and excel spreadsheets
- Manual and computerized Accounting



## EDUCATION

### Jaipur University

June 2021

### Master in Business Administration in HR

Leaders College, Kannur

### Kannur University

June 2019

### Bachelor of Commerce

Sir Syed College, Taliparamba, Kannur



## REFERENCES

References are available upon request