

MUHAMMAD MEERA TKS

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Al Muteena, Deira, Dubai.



Profile Summary

"Accountant with 7 years of experience in financial management, analysis, and compliance. Proven track record of accuracy, efficiency. Skilled in financial recording & reporting, Inventory Management. Committed to delivering high-quality services and driving business growth."



Experience

Dr ZAKIR HUSAIN COLLEGE, Computer programmer

04/07/2023 - 30/06/2024 (1Year)

MOBILE ONE STUDIO PVT LTD, Chennai.

14/10/2021 - 18/03/2023 (1.6 Years)

Accounts Executive

- Maintaining financial records in Tally-Prime for multiple companies.
- GSTR-2 Reconciliation
- Bank Reconciliation (BRS).
- Preparing Monthly Report for multiple companies of Expenses & Assets.
- Cash Handling & Petty cash handling.
- Preparing Financial Reports.
- GST Filling Basic knowledge in it.
- Preparing MCA and GST registration & Rental agreement documentation.
- Preparing government registration (MSME & START – UP INDIA & TAMIL NADU).

KALANJIAM COMPANY, Chennai.

01/09/2018 - 30/09/2021 (3.1 Years)

Accountant

- Maintaining financial records in Tally Erp9.
- GSTR-2 Reconciliation.
- Inventory Management.
- Order to Cash (O2C).
- Prepare and Update the creditors Statement.
- Bill Of Materials (BOM).
- Preparing Financial Reports.

ILM PUBLIC SCHOOL, Ilayangudi.

01/06/2016 - 16/08/2018 (2.3 Years)

Accountant & Administrative Assistant

- Administrative Assistant.
- Bank Reconciliation (BRS).
- Data entry.
- Maintaining financial records in Tally Erp9.
- Prepare and update expense reports.



Education

SYED HAMEEDHA Ars & Science College, Alagappa University

2016

Master of Commerce (MCom)

63%

Dr ZAKIR HUSAIN COLLEGE, Alagappa University

2013

Bachelor of Commerce (BCom)

60

ILAYANGUDI HIGHER SECONDARY SCHOOL

2010

Higher Secondary (State Board)

61%

ILAYANGUDI HIGHER SECONDARY SCHOOL

2008

SSLC (10th)

57%



Skills

Financial Reporting

Bank reconciliation Statement (BRS)

GST - Goods and Service Tax preparation

Job casting

O2C - Order To Cash

BOM - Bill Of Material



Tools

Tally (Erp9 & Prime)

MS_Office (Word & Excel)



Languages

Tamil

English



Additional Information

NAME - MUHAMMAD MEERA TKS

FATHER'S NAME - SHAHUL HAMEED TK

DATE OF BIRTH - 05/05/1993

GENDER - Male

MARITAL STATUS - Married

NATIONALITY - INDIAN

PASSPORT NO - P2498802

VISA TYPE - VISIT