



MOHAMMED SHABEEB K

Accountant

@mohdshabeebkakkatteri@gmail.com

+971 501756004

Zakher, Al Ain, UAE

Visa Status: Visit Visa

KEY SKILLS

- Tally Prime
- GCC VAT
- GST Filing
- MS Office (Word, Excel and PPT)

PERSONAL DETAILS

DOB : 04-07-2000
Gender : Male
Marital Status : Single
Nationality : Indian

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Arabic

OBJECTIVE

Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge, and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

WORK EXPERIENCE

March 2022 – April 2023

ACCOUNTANT
CITY POLYCLINIC AND DIABETIC CENTRE
Kerala, India

Responsibilities :-

- Manage patient fees and billing.
- Manage all account transactions.
- Handle monthly, quarterly, and annual closings.
- Creates daily account reports.

EDUCATION QUALIFICATIONS

- 2022-2023 : DIPLOMA IN FINANCIAL ACCOUNTING
G-TECH EDUCATION, KERALA
- 2019-2022 : BACHELOR OF COMMERCE (B.COM)
DEGREE, UNIVERSITY OF CALICUT
- 2017-2019 : PLUSTWO, COMMERCE
HSE BOARD, KEARLA
- 2015 : SSLC
STATE BOARD OF EDUCATION, KERALA

SKILLS

- Knowledge of Accounting Practices.
- Knowledge of Hospital Management Software.
- Proficiency in Accounting Software.
- Ability to prepare financial statements.
- Knowledge of general business practices.

DECLARATION

Here by declare that the above information furnished by me is true and correct to the best of my knowledge and belief.

MOHAMMED SHABEEB K