



MUHAMMED MINHAJ

+971 551789227

minhajpulliyil786@gmail.com

Objective

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Experience

04/2019 to 03/2023

Senior Accountant

LITTLE BEEZ, Kerala, India.

- Reconciling the company's bank statements and bookkeeping ledgers.
- Completing analysis of the employee expenditures.
- Managing income and expenditure accounts.
- Generating the company's financial reports using income and expenditure data.
- Keeping a check on the company's finances based on financial status.
- Filing and remitting taxes and other financial obligations.
- Initiating and managing financial and accounting software used by the company.

02/2017 to 02/2019

Senior Accountant

AKSHAYA E-CENTER, Kerala, India.

- Organize the bookkeeping processes of the company.
- Evaluate financial budgets and track expenses.
- Draft and report financial presentations.
- Reconcile financial books including incoming and outgoing funds.
- Entering debits and credits into software applications and databases accurately.
- Producing a variety of reports including income statements and balance sheets.

Language

- 🚩 English
- 🚩 Hindi
- 🚩 Malayalam (Native)
- 🚩 Arabic

Education

Bachelor of Commerce: co-operation - 2020

University of Calicut, Kerala, India.

Professional Skills

- Adept computer skills and proficiency using programs like tally PRIME and Microsoft Excel.
- Advanced math skills to keep accurate records and supervise the bookkeeping of an organization.
- Attention to detail for ensuring the accuracy of a company's records and invoices.
- Multitasking in order to successfully handle multiple accounts, invoices and payments at various stages of execution.

Personal Information

D.O.B - 31/05/1999

Sex - Male

National- India

Visa - Visit visa

Marital Status- Single

Courses & Certifications

- 🚩 DIFA (Diploma in Indian & Foreign Accounting).
- 🚩 TALLY PRIME
- 🚩 QUICK BOOK
- 🚩 PEACHTREE
- 🚩 MS OFFICE (word, excel, PowerPoint)
- 🚩 IAB CERTIFICATION (Institute of Accountants and Bookkeepers)