

MUHAMMAD MUNEERSHAH S

SENIOR ACCOUNTS OFFICER

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📍 Thiruvananthapuram



SUMMARY

Well-qualified financial systems leader offering demonstrated skill and success in managing internal accounting processes, improving controls and strengthening systems for optimal performance. Proficient in all aspects of accounting, including accounts payable and receivable, budget administration and payroll. Gifted in building and leading solid teams to handle high-volume operations with consistency, accuracy and full compliance with regulatory requirements. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

SKILLS

- GST and TDS filing
- TALLY
- Bank Reconciliation
- Banking and Finance
- Microsoft Office
- Accounts Administration
- Payroll
- Petty Cash Disbursement
- E-Way Bills and E-Invoice
- Account and Ledger Reconciliation

EXPERIENCE

Senior Accounts Officer

Medwing Medical Centre (Pharmacy & Laboratory)

Jan 2023 - Present

- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Checked expenses against budget controls, entered figures and reconciled business accounts to address discrepancies.
- Prepared monthly reports for payment and account reconciliations and financial statements.
- Input vendor payments and updated accounts to reflect new balances.
- Interbranch Reconciliation.
- Managed payroll operations for employees.

Administrative Accountant

S R Traders (Rice & Provision Wholesale Retail Dealer)

Apr 2019 - Dec 2022

- Maintained and updated cash flow for all bank accounts, including main operating account
- Maintained strict client confidentiality as required
- Protects organization's value by keeping information confidential.
- Purchased and maintained office supply inventories
- Gathered financial information, prepared documents, and closed books.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting and cash and banking reconciliations.

Data Analyst

Trivandrum District Co-operative Bank – Vellarada (Bank)

Mar 2016 - Jun 2016

- Sorted documents and maintained organized filing process.
- Scanned documents and saved in database to keep records of essential organizational information.
- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted and checked input data against original documents.
- Verified Data files prior to entry to maintain high data accuracy.

EDUCATION

Tally ACE

Institute of Tally Education, *Dec 2022*

CA Inter

Rank Centre for CA

Bachelor of Commerce, Tax Practices and Procedures

Kerala University, Kanjiramkulam *Apr 2019*

Commerce, Computer Application

Govt. Higher Secondary School - Mylachal *Mar 2016*

SSLC

Sree Chithira Thirunal Residential Central School *Apr 2014*

CERTIFICATION

*** Certificate In Aptis**

British Council English Proficiency Certificate

*** Certificate In Accounting Technician**

Institute Of Cost Accountants of India (ICMAI)