



## CONTACT ME AT

+971-567272551

marshoodm95@gmail.com

linkedin.com/in/marshood-m-854320263

Dubai, UAE

## PERSONAL DETAILS

Date of birth : 27/05/1997

Marital Status: Single

Nationality : Indian

Visa Expiry : 21/10/2023

## OBJECTIVE

*A Suitable position with an organization where I can Utilize the best of my skills and abilities that fit to my, skills and experience a place where an encouraged and permitted to be an active participate as well vital contribute on development of the*

## SKILLS

- Problem Solving Skill
- Quick learner
- Ability to deal with people diplomatically
- Ability to work independently and as part of team

## TECHNICAL SKILLS

- Tally with GST & Gulf VAT
- QuickBooks
- Microsoft Excel & Word
- Sage 50

## LANGAUAGES

- English
- Hindi
- Malayalam

# MARSHOOD M

## Work Experience

### Accountant

JM Stonex Tiles & Sanitary ware, Kannur 2022-23

- Posted and processed journal entries to accurately record all business transactions.
- Prepared monthly, quarterly, and annual financial statements, including balance sheets, income statements, and cash flow statements
- Prepared monthly bank reconciliation statements, identifying and resolving discrepancies.
- Managed accounts payable function, ensuring accurate recording and timely payment of invoices.
- Verified and reconciled invoices against purchase orders and receiving documents.
- Managed the accounts receivable function, ensuring timely collection of outstanding customer invoices and prepared and sent customer invoices accurately and in a timely manner
- Monitored and followed up on overdue payments, maintaining communication with customers to resolve outstanding balances.
- Maintained purchase and sales registers, including stock management.
- Conducted regular inventory reconciliations to identify discrepancies and resolve them in a timely manner.
- Assisted with periodic stock counts and audits to maintain stock accuracy.

### Assistant Accountant

Al Arab Tours and Travels, Kannur 2020-2021

- Managed accounts payable and accounts receivable, including reconciliations, invoicing, and collections for various travel services and suppliers.
- Handled daily cash management and performed bank reconciliations to ensure accurate recording of financial transactions.
- Managed and reconciled credit card transactions related to travel bookings and customer payments.

## Educational History

**BA Economics – Kannur University, India**

**Diploma In Indian& Foreign Accounting (DIFA)**

**Higher Secondary School Education-SSHSS Taliparamba.**