



## MARSHOOD M Accountant

### CONTACT ME AT

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Dubai, UAE

### PERSONAL DETAILS

Date of birth : 27/05/1997

Marital Status: Single

Nationality : Indian

Visa Expiry : 16/12/2023

### 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 Company.*

### SKILLS

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

### TECHNICAL SKILLS

- *Tally Prime with GST & Gulf VAT*
- *Tally ERP9*
- *Microsoft Excel, Word & PowerPoint*
- *QuickBooks, Sage50, PeachTree*
- *IAB Certified holder (international Association of Bookkeepers)*

### LANGAUAGES

- English
- Hindi
- Malayalam

## Work Experience

### Accountant:

JM Stonex Tiles & Sanitary ware, Kerala 2022-23

- Posted and Processed Journal Entries to Accurately Record all Business transactions.
- Prepared Monthly, Quarterly, and Annual Financial statements, Including Balance sheets and income statements, and Cash flow statement.
- Prepared Monthly bank reconciliation statements, identifying and resolving discrepancies.
- Managed the accounts payables Function, ensuring accurate recording and timely payment 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 customer to resolve outstanding balances.
- Maintained purchase and sales register, including stock register management.
- Conducted regular inventory reconciliation to identifying 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 reconciliation, invoicing and collections.
- Handled daily cash management and performed bank reconciliations to ensure accurate recording of financial transactions.
- Managed and reconciled credit card transactions related to travel booking and customer payments.

## Educational History:

*BA Economics – Kannur University, India*

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

*Higher Secondary School Education-SSHSS, Kerala, India.*

## Achievements:

*Accounting Fundamentals Certificate (CFI)*

*Domestic Data Entry Operator Certificate (NSDC)*