



MARSHOOD M

Accountant

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 : 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)

LANGUAGES

- 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)