

# MOHAMMED SAZIL



To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

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## EDUCATION

### **Bachelor of Commerce**

Mangalore University

2023

### **HIGHER SECONDARY**

Government Higher Secondary School

Bangra Manjeshwar

2019

### **SSLC**

Udaya Higher Secondary

School

201

## ACTIVITIES

- Attended a 6-week internship training program on aviation, Travel Agency, and Hospitality Operations Conducted by Mangalore University Tourism Teachers Forum and Board of examination, Mangalore University (22-01-2021 to 06-03-2021).

## SKILLS

Confidentiality

Attention to detail

Team work

Communication

Time management

MS Office

### **English**

*Full Professional Proficiency*

### **Malayalam**

*Native Proficiency*

## INTERESTS

Sports

Travelling

Volunteering

## WORK EXPERIENCE

**ACCOUNTANT**

**Jan 2023 to Oct 2023**

**ATT Accounts Taxation & Training Institution**

Kerala, India

### **Duty & Responsibilities:**

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

### Personal Details:

Date of Birth	:	24th July 2000
Nationality	:	Indian
Status	:	Single
Visa Status	:	Visit Visa (17-03-2024)