

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.

Email: mshaaz227@gmail.com Mob No: +971 56 387 3678

EDUCATION

Bachelor of Commerce

Mangalore University

2023

HIGHER SECONDARY

Government Higher Secondary School

Bangra Manjeshwar

2019

SSLC

Udaya Higher Secondary

School

201

SKILLS

Confidentiality

Attention to detail

Team work

Communication

Time management

MS Office

English

Full Professional Proficiency

Malayalam

Native Proficiency

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).

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)