

MOHAMMED SHEHAZAN



MOHAMMED SHEHAZAN

Contact: +971 55 634 8691

Email:

mdshez113@gmail.com

Skills:

- Accounting
- Strong Communication Skills
- Good Team Player
- Time Management
- Excellent organizing abilities
- Detail Oriented
- Self-Motivation

Computer Proficiency:

- MS office
- Tally Prime

Personal Data's:

Martial Status : Single

Linguistics : English,
Kannada,
Hindi,
Urdu.

DOB : 29th May 1998.

Visa Status:

Tourist : 3 Months
Expiry : 15-01-2024

Experience Summary

Detailed-oriented and driven Account Executive with Two+ years of experience and knowledge of general accounting principles, working extensively in areas of Invoicing, Re-conciliation, Cash application, documentation etc.

Work Experience

**CampusSutra Retail PVT LTD, Bangalore, India –
Accounts Executive Jan 2021 to March 2023**

Key Responsibility:

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue of E-Invoice in clear tax.
- Update accounts payable and perform reconciliation.
- Prepare and submit weekly/monthly reports.
- Assist with reviewing of expenses as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Assist senior accountant in the preparation of monthly/clearly closing.

Academic Details

Certified Management Accounting - 2020 – Pursuing
IAM Business School

Bachelors in Commerce - 2016 – 2019
Mangalore University

Training and Certification

- Diploma in Office Accountant from Turbosoft Computer Academy.

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Mohammed Shehazan