



MUHAMMED SHEHIN M

SUMMARY

Detail-oriented and analytical accountant with 2 years of experience in financial reporting, budgeting and financial analysis. Proven track record of providing accurate and timely financial insights to support business decisions. Skilled in financial software including(Tally).Committed to maintaining confidentiality, ethics and professional standards. Seeking a challenging role that utilizes my skills and experience to drive business growth.

EDUCATION

- **Degree in Bachelor of Commerce**

Kerala University

- **Higher Secondary, Science**

Kerala Board of Education

WORK EXPERIENCE

Accountant

2021 - 2023

Amar Engineering Technology, Kerala, India

- Prepared and reviewed financial statements
- Conducted financial analysis and provided insights to management on financial performance and trends.
- Developed and implemented financial models to forecast revenue and expenses.
- Managed accounts payable and accounts receivable, ensuring timely payments and collections.
- Collaborated with external auditors to ensure compliance with financial regulations and standards.
- Implemented process improvements to increase efficiency and reduce costs.
- Reconciled bank statements and ledgers to ensure accuracy and completeness.
- Developed and maintained financial politesse and procedures.
- Streamlined financial workflows and procedures to improve productivity

CERTIFICATIONS AND ACHIEVEMENTS

- **Certificate in Computerized Accounting**

C-DIT, Government of Kerala

- **Certificate in Office Automation**

C-DIT, Government of Kerala

- **Certificate in DTP**

C-DIT, Government of Kerala

- **Certificate in Tally**

Polytechnic, Government of Kerala

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Dubai, UAE

PROFESSIONAL SKILLS

- Financial Analysis and Reporting
- Accounting Software (Tally)
- Financial Modeling and Forecasting
- Budgeting and Cost Control
- Auditing and Financial Examination
- Tax Preparation and Planning
- Financial Statement Planning
- Financial Data Analysis and Visualization
- Compliance and Regulatory Knowledge
- Financial Planning and Advisory

SOFT SKILLS

- Attention to detail and accuracy.
- Analytical and problem-solving skills.
- Communication and interpersonal skills.
- Time management and organization.
- Adaptability and flexibility.
- Communication Skills.
- Leadership and mentoring.
- Collaboration and teamwork.

LANGUAGE SKILLS

- English
- Malayalam
- Hindi

PERSONAL DETAILS

Date of Birth : 25/01/1996

Nationality: INDIAN

Marital Status : Married

Passport No : P4790041

Visa Status: Visit Visa (Valid till
07th July 2025)