

MUHAMMAD MUSAMMIL M

ADMINISTRATOR / ACCOUNTANT

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🚩 Indian 📠 V1122127 🔗 SINGLE

Profile

To be associated with a leading and progressive organisation which would give me the best opportunities and utilise my skills and knowledge. To give priority to the organisation needs, get the satisfaction of my work and be part of team that works dynamically towards the growth of the organisation.

Highly motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills, Adept at working effectively unsupervised and quickly mastering new skills Responsible and motivated student ready to apply education in the workplace. Offers excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills.

Professional Experience

ACCOUNTANT & BRANCH IN CHARGE, MUTHOOT FINCORP LTD

12/2022 – 03/2025

VARKALA, INDIA

- Verifying the vouchers of transaction
- Outward Remittance & Forex Retail
- Branch First Key Holder
- Preparing Branch Reconciliation Statement
- Established strong working relationships with external partners such as vendors and suppliers.
- CRM calls Management
- Monitored financial performance of the branch on a monthly basis.
- Resolved escalated customer complaints in a timely manner
- Reviewed loan applications to ensure accuracy and compliance with regulations.
- Collecting the data of daily Targets to all staffs and sending the data to the Area Manager

Education

Bachelor's Degree in commerce with computer application, UNIVERSITY OF KERALA

06/2016 – 2019

TRIVANDRUM, INDIA

Diploma In Computerised Pro Accounting, Micron Computers

12/2021 – 2022

TRIVANDRUM, INDIA

Diploma In Multilingual Office Automation & Financial Accounting, Micron computers

11/2022 – 2023

TRIVANDRUM, INDIA

Skills

- Customer Service Orientation
- Tally ERP9 & PRIME
- Peach Tree
- Forex Retail Report Preparation
- Financial Transactions
- Advanced Excel
- Quick Book
- Invoice Clearing
- M.S Office Document

Languages

- English
- Hindi
- Malayalam
- Tamil