

MUHAMMED NASEEF

PROFESSIONAL SUMMARY

Enthusiastic and analytical Accountant with one year of experience utilizing Tally,TDS,SAP,Excel for tasks such as invoice processing, bank reconciliations, and generating basic reports. Possesses a solid understanding of basic accounting principles and a strong commitment to accuracy and efficiency. Seeking to apply my technical skills and contribute to a growing accounting team.



WORK EXPERIENCE

Beauty silks

2024-2025

General accountant

- Managed day to day accounting operations, accounts payable, receivables and general ledger entries.
- Prepare and process bank payments, including e-transfer,cheques.
- Ensure compliance with local tax regulations, VAT filing and assist in preparation of documents for audits and inspection.
- Manage petty cash fund, reconciliation and finalization of reports Performed general accounts analysis and reconciliation, including bank reconciliation, vendor reconciliation.
- Monitoring of sales orders to verify orders booked/ approved are in line with standard approved margins.
- Expert in cash handling.
- Maintained a welcoming environment for customers.
- Performed accurate processing of payments.
- Managed customer inquiries, complaints and request In a professional manne

EDUCATION

Graduate in Bachelor of Commerce

University of Calicut

2020-2023

Diploma in practical accounting & Taxation

FINISHING SCHOOL INDIA , ERNAKULAM.

2023

+2 Commerce

Gokhale higher secondary school,kerala.

2019-2020

SKILLS

- Accounts payable
- Accounts receivables
- Finalization of accounts
- Reporting
- Bank reconciliation

CONTACT

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Address

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HARD SKILLS

- Tally prime
- MS excel
- SAP
- TDS
- Vat filing
- Microsoft office
- Pettycash

LANGUAGE

- English
- Tamil
- Malayalam