

# MOHAMMED SHEHIN N

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## PROFESSIONAL SUMMARY

Dedicated and detail-oriented Accountant cum Cashier with 2 years of experience in financial management, accounting, and cash handling. Adept at maintaining accurate financial records, reconciling accounts, and providing exceptional customer service. Proven track record of ensuring financial integrity and efficiency.

## WORK HISTORY

### **September 2022 to September 2023.**

Company name : Chellam Umbrella Mart

Location : Trivandrum, Kerala, India

Designation : Assistant Accountant

Job Profile in Brief.

- Assisted in the preparation of financial statements and tax returns for clients.
- Maintained accurate financial records and organized client documents for auditing.
- Conducted bank reconciliations and managed accounts payable and receivable.
- Worked with clients to resolve financial queries and provided excellent customer service.
- Utilized accounting software and spreadsheets to streamline financial processes.

### **January 2022 to September 2022**

Company name : Chellam Umbrella Mart

Location : Trivandrum, Kerala, India

Designation : Cashier Cum Accountant

Job Profile in Brief.

- Managed cash registers, processed customer transactions, and ensured accurate cash handling.
- Reconciled daily cash and credit card sales, resolving any discrepancies promptly.
- Performed daily cash reconciliations, identified discrepancies, and resolved financial discrepancies promptly.
- Assisted with inventory management, tracking products, and maintaining proper stock levels.
- Prepared and maintained financial records, including accounts payable and receivable.
- Generated daily, weekly, and monthly financial reports to monitor store performance.
- Recorded and reconciled daily financial transactions and prepared financial reports.

## SKILLS

- Invoice processing
- Financial Accounting
- Account Reconciliation
- Cash handling and register management
- Proficiency in accounting software
- Customer service and interpersonal skills
- Microsoft Excel and spreadsheet analysis
- Attention to detail and accuracy
- Inventory management
- Procure to Pay
- Basic math

## TECHNICAL SKILLS

- Tally ERP
- Cash Register/POS System Operation
- MS Office
- Data Entry
- Bank Reconciliation
- Electronic Payment Processing
- Return/Refund Processing

## **September 2021 to January 2022.**

**Company name: Girish & Suresh auditors and tax practitioner**

**Location : Trivandrum, Kerala, India**

**Designation : Audit Assistant**

- **Verifying and booking of accounts on daily basis such as General Ledger and Journal entries.**
- **Receive Invoices and related documentation, check for accuracy and alignment with contractual terms or approvals, match invoices with purchase orders or contacts.**
- **Reconciliation of Bank Accounts, Vender Statement and General ledgers regularly**
- **Assist in preparation of GST, VAT, Income Tax calculation and Returns.**

## **EDUCATIONAL QUALIFICATIONS**

- **Diploma in Master Accounting from Rehdams 2021**
- **Diploma in MS Excel(Special emphasis in accounting) from Rehdams 2021**
- **Degree in B.com Electronic Data Processing &computer applications from Kerala University in 2017 - till**
- **12th from Government Higher Secondary School, Neduveli in 2017.**
- **10th from Government Vocational Higher Secondary School pirappancode 2015.**

## **CERTIFCATIONS**

- **Diploma in Master Accountant**

**DOB :29/03/1998**

**Marital Status:**

**MARRIED:Single**

**Nationality : Indian**

**LANGUAGES KNOWN:**

- **ENGLISH**
- **MALAYALAM**
- **HINDI**
- **TAMIL**