

# MOHAMMED SHAMSEER



+971 0568296503

+91 7034259171



muhammedshamseer48@gmail.com

## CAREER OBJECTIVE

I am looking forward to associate myself with organizations where there is opportunity to share, contribute and upgrade my knowledge for the development of self and organization served. I have taken up assignment in my career with a quest to manage higher responsibility and am looking forward to building a long-term challenging career, with responsibility scope, which fully utilizes my talent, capabilities and experience.

## WORK EXPERIENCE

- **ACCOUNTANT EXECUTIVE**  
**METRO AGENCIES 2022-2023**  
(Authorized dealer of JSW Steel) KERALA - INDIA
- **JUNIOR ACCOUNTANT**  
**BARAK ENTERPRISES LLP 2020-2021**  
(Authorized dealer of Royal Enfield) KERALA - INDIA

## EDUCATION

- **BACHELOR OF COMMERCE**  
UNIVERSITY OF CALICUT
- **HIGHER SECONDARY EDUCATION**  
BOARD OF HIGHER SECONDARY EXAMINATION - KERALA
- **SECONDARY SCHOOL LEAVING CERTIFICATE**  
BOARD OF PUBLIC EXAMINATION - KERALA

## OTHER EDUCATION

- PROFESSIONAL DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING

## UAE ADDRESS:

41<sup>st</sup> street  
Al Karama  
Adcb  
Dubai  
United Arab Emirates

## PERSONAL INFORMATION

Father's Name: Kunhi Moideen  
Date of Birth : 07/11/1999  
Nationality : Indian  
Gender : Male  
Marital Status : Unmarried

## ADDRESS

Mayyari h, Perumanna  
Malappuram dt 676501  
Kerala, India

## LANGUAGE KNOWN

- ♦ Malayalam
- ♦ English
- ♦ Hindi [READ-WRITE]
- ♦ Arabic [READ-WRITE]

## PASSPORT DETAILS

**Passport No : U9658248**

**Place of Issue : KOZHIKKODE**

**Date of Issue : 01-03-2021**

**Date of Expiry : 28-02-2031**

## VISA STATUS

### **Visit visa**

**Date of issue : 19-11-2023**

**Valid until : 15-03-2024**

**Uid no : 238643814**

## COMPUTER SKILLS

- Microsoft Excel
- Microsoft Word
- Tally ERP
- Acro-Bis
- Peachtree
- Quick books

## SKILLS

- Payroll auditing
- Financial statements
- Journal entry preparation
- Financial projections
- Generating invoices
- Bank reconciliation
- Ledger keeping
- Handling cash and cheque
- Accounts payables
- Accounts receivables
- Net banking
- Inventory verification
- Stock audit
- Paper work processing
- Computation of salary and wage
- Computation of incentive
- Auditing
- Daily bank transactions
- Back office work

## DECLARATION

I hereby declare that the information furnished above are true and correct to my knowledge and belief.

**MOHAMMED SHAMSEER**