



MUHAMMED SHEHIN KOOMBRA

POOLAKKAPARAMBIL

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, leverage my learnings and contribute to the organization's growth.

PERSONAL

Name

MUHAMMED SHEHIN K P

Address

Hor Al Anz, Deira Dubai
Al Safiya Building
Room No 220

Phone number

+971509158361

Email

Shehinkp6@gmail.com

Date of birth

04-06-2003

Place of birth

Kerala

Gender

Male

Nationality

Indian

Marital status

Single

INTERESTS

Watching movies

Travelling

LANGUAGES

English ★★★★★

Hindi ★

Malayalam ★★★★★

EDUCATION AND QUALIFICATION

Jul 2020- Apr 2023 **BACHELOR OF COMMERCE**

University of Calicut

Specialized in Co-operation

Finance

Business management

May 2023- Jan 2024 **SAP FICO – MM**

Accounting Service Society

Specialization

Tally Prime

Microsoft Excel

Quick Book

EXPERIENCE

JUNIOR ACCOUNTANT

Nandilath G Mart

Period – February 2024 till March 2025

Achievements/Tasks

- Generating Customer Invoices and managing accounts payable and receivable
- Prepare reports on purchasing activities
- Posting daily transaction in the general ledger account
- Managing Cash transaction and ensuring the accuracy in cash flow
- Reconciliation of bank accounts in weekly and finalization in monthly basis
- Recording sales transactions from various computerized system
- Verify payments through bank reconciliation and cross-check expense reports
- Collecting vendor statements, Invoices, Purchase Order and other source of documents
- Processing Salary WPS for the employees through bank account

Skills

M s office ★★★★★☆

Software skills ★★★★★☆

computerized accounting ★★★★★☆

SOFT SKILLS

- Discipline
- Hard working
- Computer literacy