



MOHAMED SABEL P

OBJECTIVE

To obtain a challenging position in forward looking companies or utilizing my skills and abilities that offers professional growth while being resourceful innovative and flexible. I want to be creative learning and contributing towards the success of the company.

PROFESSIONAL EXPERIENCE

Organization : Abdul Kareem Upholstery Shop UAE

Role: Accounts & Cashier

Duration: April 2021 to November 2022

Organization: Babu Association Accounts & Tax Consultant

Role: Accounts & Taxation

Duration: April 2019 to February 2021

JOB RESPONSIBILITY

- Recorded financial transaction and reconciled accounts in accounting software to generate financial statement in accordance with GAAP
- Generating purchase entries, Debit notes, Credit notes, Journal entries and bank entries in Tally
- Providing timely proper documents like Tax invoice, delivery challan, Eway bills
- Maintaining bank reconciliation on monthly basis
- Preparing monthly GST data of GSTR1 with Hsn summary and GSTR 2
- Preparing monthly Accounts summary
- Taking import quotation and doing all import related entries in Tally
- Preparing cheque and cash book preparation
- Income and Expenditure book preparation
- Inventory record
- Check and Cash book preparation
- Bills accountability
- Generating sales invoice and monthly cash sales related adjustments
- Maintaining Challans and purchase order records
- Taking continuous follow ups for outstanding payment with our customers
- Performing invoice processing and sending payment reminders
- Making cheque and online payment to vendors through NEFT



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CERTIFICATIONS

- **PRACTICAL ACCOUNTS**
Trading concern
Manufacturing concern
Service concern
- **GST TRAINING**
Gst Online Registration
Gst filing (GSTR1, GSTR3B)
- **GULF BASED VAT**
- **ACCOUNT SOFTWARE**
Expert in TALLY ERP 9(6.3) GST



EDUCATION

- International Business
Accounting Taxation
- B.com (Co Operation)
Calicut University 2015-2018
- Higher Secondary Education
State Board of Kerala 2013-2015
- SSLC – State Board Of Kerala
2013



PERSONAL INFORMATION

Father Name :Moosa p

Date Of Birth : 12/10/1998

Gender : Male

Martial Status : Single

Nationality : Indian

Language :English,Arabic,
Hindi,Malayalam

Driving License: India, UAE



PERMANENT ADDRESS

Paruthipra (Ho),

Naduvattam(Po),

Naduvattam,

Malappuram (Dis)

Kerala -679571

Soft skills & Technical skills

- Specialized in Tally ERP 9.0(6.3) GST Advanced
- Knowledge in Computer Fundamentals Windows XP,Windows 7
- Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge
- Confidence
- Ability to motivate others
- Hardworking
- Good communication skill
- Ability to work in critical situation
- Knowledge in Accounting and GST



CAREER GOAL

To develop a professional career that demands the abilities of an Accountant where I can contribute my skills, integrity, commitment and excellence for the organizational growth and continuous learning.

DECLARATION

I hereby declare that the above stated information is true to the best of my knowledge and belief.

Date:

Place:

MOHAMED SABEEL P