



MUHAMMED SHAREEF M

ACCOUNTANT/ADMIN.ASSISTANT

Result-driven Accountant/Admin assistant with one year of experience in finance department and a BBA degree holder seeking a position that utilizes my interpersonal skills, experience, and knowledge.

WORK EXPERIENCE

GLOBAL GROUP, KERALA INDIA,
Account/Admin Assistant
OCT 2022-NOV-2023

- Verify and Post Day to day entries in the software.
- Purchasing office supplies, equipment, and furniture.
- Updating financial records via accounting software.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.
- Overseeing the maintenance of office facilities, and equipment

CERTIFICATIONS

- Diploma in Indian & Foreign Accounting
- Passed IAB (Institute of Accountants and Bookkeepers) exam
- Tally (Advanced), Peachtree and QuickBooks

PERSONAL DETAILS

- Full Name : Muhammed Shareef M
- Date of Birth : 17/02/2000
- Passport No : S0241330
- Gender : Male
- Languages : English, Hindi & Malayalam

SKILLS

	Leadership
	Problem solving & Critical Thinking
	Team Building
	Communication

CONTACT

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.com

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Dubai, UAE



EDUCATION

🎓 **BACHELORS IN BUSINESS
ADMINISTRATION**
Kannur University
2022

🎓 **NATIONAL INSTITUTE**
Higher Secondary
2019