



# MUHAMMED BISHER S A P

## Billing and Accounting Executive

Results-driven professional with practical experience in accounting, billing, and retail operations. Skilled in using financial tools such as Tally, QuickBooks, Zoho Book, and MS Office to manage transactions and maintain accurate records. Recognized for strong communication abilities, multitasking efficiency, and adaptability in fast-paced environments. Committed to contributing to organizational growth through accuracy, dedication, and a proactive work approach.

### PERSONAL DETAILS

Mobile	+971 509282595
Email ID	Bishersap8@gmail.com
Place	Dubai. UAE
Nationality	Indian
Gender	Male
D.O.B	21.01.2001
Marital Status	Single
Passport No	U4781103

### ACADEMIC CREDENTIALS

2021	<b>B.Com - Cooperation</b> Wiras College, Kannur, Kerala, India
2017	<b>Higher Secondary</b> Board of Higher Secondary Examinations, Kerala, India

### CERTIFICATION

- Bachelor of International Office Administration – 2023**
- Computer Skills Certification**  
Tally, QuickBooks, MS Office, Peachtree, Zoho Book, GST Training, Arabic & English Typing

### SOFTWARE PROFICIENCIES

- Tally
- QuickBooks
- MS Office
- Peachtree
- Zoho Book
- GST Training

### LANGUAGES

- English
- Arabic
- Malayalam
- Hindi

### KEY SKILLS

Financial Reporting	Tax Compliance	Account Reconciliation
Billing & Invoicing	Bookkeeping	Ledger Management
Accounts Payable	Data Entry	Time Management
Accounts Receivable	GST Filing	Communication Skill

### EXPERIENCE

#### BILLING STAFF | MAR 2024 - PRESENT

CANNANORE HONDA AUTOMOTIVE, TALIPARAMBA, KERALA, INDIA

- Prepare and issue accurate customer invoices using billing and accounting software.
- Reconcile billing discrepancies and maintain systematic financial records.
- Coordinate with the finance team to ensure timely updates of transactions.
- Provide billing support and resolve customer inquiries in a prompt and courteous manner.

#### ACCOUNTING INTERN | 3 MONTHS

EDWIN ACADEMY, KANNUR, KERALA, INDIA

- Entered daily financial transactions into Tally and assisted in journal and ledger preparation.
- Conducted reconciliation of account statements and bank records.
- Organized and maintained financial documents for audit purposes.
- Assisted the senior accountant in preparing monthly financial reports and summaries.

#### SALES EXECUTIVE | 2 YEARS

DUBAI SHOPEE, KANNUR, KERALA, INDIA

- Greeted customers and offered detailed information on products to support purchase decisions.
- Maintained stock levels, performed inventory checks, and organized merchandise displays.
- Processed sales transactions accurately and handled daily cash closing.
- Built strong customer relationships, leading to repeat business and positive feedback.