

# MUHAMMED SUHAIL C



## ACCOUNTANT

PHONE: +971566979220

mohammedsuhailc523@gmail.com

### PROFESSIONAL SUMMARY

To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skill and knowledge and ready to learn new things and to set goals which give me balanced and successful life and to secure a position, which demand great responsibilities and commitment, yet is at once challenging and flexible so as to bring forth my potential and resourcefulness resulting in professional growth and meritorious service to the management

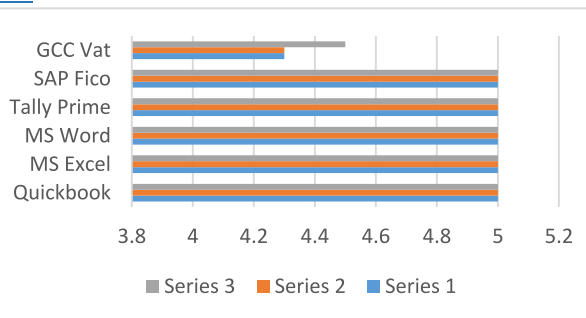
### WORK HISTORY

Worked as Accountant in KPM HARDWARE STEELS & CEMENTS from APRIL 2022 to May 2023.

### EDUCATION

- **MBA (Pursuing, January 2023)** Specialization HEALTH CARE MANAGEMENT SUREASH GYAN VIHAR UNIVERSITY
- **DEGREE (B.COM FINANCE)** UNIVERSITY OF CALICUT IDEAL ARTS & SCIENCE COLLEGE CHERPULASSERY [2018-2021]
- **HIGHER SECONDARY** KERALA STATE BOARD PTM HSS THRIKKADEERI [2016-2018]
- **SECONDARY SCHOOL** KERALA STATE BOARD PTM HSS THRIKKADEERI [2016]
- **ADDITIONAL QUALIFICATION**
- ICCA from IAAP, Enbridge, Ernakulam
- **COMPUTER SKILLS**

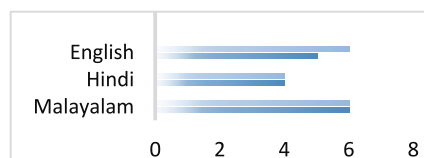
- GCC VAT
- SAP FICO
- MS WORD
- TALLY PRIME
- MS EXCEL
- QUICKBOOK
- PAYROLL



### ADDITIONAL INFORMATION

- Religion: Muslim
- DOB: 20 July 1999
- Nationality: Indian
- Sex: Male

### LANGUAGE



### JOB RESPONSIBILITIES

Handled the Trading Accounts, Profit & Loss Account & Balance Sheet of KPM Hardware Steels and Cements, Cherpulassery

### SKILLS

- Invoice entries and cross checking
- Daily journal entry posting
- Handling petty cash
- Reconciliation of bank statements
- Receivable including collections,
- Accounts Payable
- General Ledger,
- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.

### Declaration

I do hereby declare that the above-mentioned information is true and correct beyond my knowledge

Muhammed Suhail