

ACCOUNTANT B.COM (BACHELOR OF COMMERCE)



Muhammed Shajir
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SUMMARY

After obtaining 2 Years experience in Accounts department, I am now ready to take on new responsibilities for further professional career. I enjoy working in a team and help company's growth. As a highly motivated and driven individual I strive on taking up new challenges.

CAREER OBJECTIVE

To be part of professionally managed organization which offers a challenging and growth oriented career wherein my qualification and experience could be fully utilized and further optimized for mutual benefit.

SKILLS

- * Fine interpersonal and presentation skills.
- * Excellent Team player.
- * Adaptive & Dynamic.
- * Commercial Awareness.
- * Analytical & Logical Approach.
- * Excellent Communication Skill.
- * Hard working and forward looking.
- * Quick Learner.

EXPERIENCE

10/04/2019 - 08/05/2021

Organization - SAFETY ENGINEERING - ERNAKULAM - INDIA

Designation - Cashier cum Junior Accountant

Responsibility - * DSR making.

- * Revenue Auditing.
- * Bank transactions and reconciliation.
- * Payment follow - ups.
- * Supplier reconciliations.
- * Supplier payment preparations.
- * Salary calculation & payroll preparations.
- * Petty cash
- * Preparation of Cash flow statement
- * Invoice generating.
- * Co-ordinating internal and external Auditing
- * Verify bank deposits.
- * Managing day to day transactions.
- * Reporting on debtors and creditors.
- * Encoding Accounting for data processing.

EDUCATION

Degree/Course	Institute Name	University	Percentage	Year Of Passing
B.COM (BACHELOR OF COMMERCE)	HIMALAYAN UNIVERSITY	ITANAGAR , ARUNACHAL PRADESH - INDIA	65%	2018

AREA OF INTEREST

- * ACCOUNTANCY
- * ADMINISTRATION
- * LEADERSHIP
- * CONTROLLING
- * REVENUE AUDIT

PERSONAL DETAILS

Father's Name Shoukath Ali
Address Shajir Manzil Kundayam (P.o)
Pathanapuram, Kollam (Dist), Kerala
(State), India
PIN CODE : 689695

Date Of Birth 21/02/1996
Gender Male
Marital Status Single
Nationality INDIAN
Language English , Hindi , Malayalam and Tamil

DECLARATION

I hereby declare that the above information and fact are true and best of my knowledge and belief. Thanking you in anticipating and looking forward to your consideration.

MUHAMMED SHAJIR

DATE - 05/01/2022

SIGNATURE