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**MUHAMMED**

***E-MAIL:*** [**MUHAMMED.374585@2freemail.com**](mailto:MUHAMMED.374585@2freemail.com) **

**Career Objective**

**To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise*.***

**Work experience**

1. **ALHIND TOURS AND TRAVELS PVT LTD**

**Position: Accountant**

**Period : 15/01/2016 to 10/02/2017**

**Malappuram, Kerala, India**

1. **LANA TOURS**

**Position: Accountant**

**Period: 01//08/2014 to 01/08/2015**

**Cochin, Kerala, India**

**Responsibilities:**

* **VAT e filing**
* **Preparation and maintenance of Day book, Ledger, Invoice, Billing, Petty Cash, Airline Debit Note& Airline Credit Note.**
* **Maintaining reports of Outstanding Payments, Sales details.**
* **Performing monthly bank and general ledger reconciliation.**
* **Monitor customer account details, identify and investigate non-payments, delayed payments and other irregularities.**
* **Prepare monthly reports.**
* **Checking, Verifying and make entries of sales bill.**

**Educational Qualification**

* **Master of Commerce - (2014-2016)  
  (Bharathiar University Coimbatore)**
* **Bachelor of Commerce - (2011-2014)  
  (University of Calicut)**
* **Higher Secondary Education (+2 Commerce) – (2009-2011)**

**(Board of Higher Secondary Education, Kerala)**

* **SSLC - (2009)**

**(Board of Public Examination, Kerala)**

**Professional Qualifications:**

1. **Advanced Certified Professional in Indian and Foreign Accounting (ACPIFA)**

**(Institute of Professional Accountants, Thrissur, Kerala)**

1. **Tally Certified Accounts Executive**

**(Tally Academy - Tally Solutions India Ltd.)**

**Certification Course**

* **Tally.ERP 9**
* **Peachtree**
* **QuickBooks**
* **MS Excel**

**Personal Strength**

* **Responsible, honest and trustworthy.**
* **Self-motivated and Hardworking**
* **Time management efficiency and adaptable**
* **Good Listening Skills**
* **Co-operative & Adaptable**

**Areas of Interest**

* **Accounting.**
* **Office Admin**

**Personal Profile**

**Address : Dubai, U.A.E**

**Age : 23 (08-02-1994)**

**Sex : Male**

**Marital status : Single**

**Religion : Islam**

**Nationality : India**

**Languages Known : English, Hindi and Malayalam**

**Passport Details**

* **Place of Issue : Malappuram**
* **Date of Issue : 25/08/2016**
* **Date of Expiry : 24/08/2026**
* **Visa status : Visit Visa Valid up to February 02nd 2018**

**Reference**

**References are available on request.**

**Declaration**

I, **Muhammed** hereby declare that the above-mentioned to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.