**MUHSIN**

**MBA - FINANCE**

**CONTACT DETAILS**

**muhsin.378542@2freemail.com**

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Al Karama, Dubai,

UAE

**EDUCATION**

**Master of Business Administration**

**(MBA)**

Visvesvaraya Technological University

(India)

2014-2016

**Bachelor of Commerce (BCOM)** Calicut University (India) 2011-2014

**COMMERCE**

Govt.HSS Kottayam Malabar (India)

2009-2011

**ABOUT ME**

**Father name**

Abdul

**CAREER OBJECTIVE**



To give my level best to the institution I work with. To work with the organization that provides a friendly environment with good career opportunities in accounts, tax, and other commerce related fields and provide service to the organization, at my best level through sheer dedication and hard work.

**PROFILE SUMMARY**

A highly motivated accountant with 1 year experience in India in the FMCG company and TAX Consultancy firms. Specialized predominantly in Accounts, Preparing VAT Summary, Gst and Individual tax works etc.

**WORK HISTORY**

**Accountant & Admin ,**

**SNCO Group**

**Calicut, India – Feb 2017 to Jan 2018**

**Responsibilities & Achievements**

* Timely preparation and filing of statutory works like VAT, GST, etc.
* Proficient in preparation and filing of income tax returns.
* Accounts work of various clients in diversified sectors Viz. service sector, trading, real estate, etc.
* Successfully co-ordinated of all Works of Clients in the Office.
* Maintaining overall Accounts & Banking matters of the SNCO Office.
* Adeptly completed all types of GST registrations.
* Preparation of the annual financial statements of clients.

**Accountant,**

**Athicas Food Products**

**Bangalore, India – Aug 2016 to Jan 2017.**

**Responsibilities & Achievements**

* Preparing the daily and monthly accounting reports and statutory works like VAT.
* Daily recording of financial transactions accurately.
* Producing sales invoices, credit notes and other related documents and co-ordinate in timely collection of

**Passport Details**

Nationality : Indian

**Visa Status**

Visit Visa

**Languages Known**

English

Hindi

Arabic (read, write)

Malayalam

**Date of Birth**

1th January 1994

**Marital Status**

Single

**TECHNICAL SKILLS**

* Working knowledge of Microsoft Applications (MS Excel, MS PowerPoint and MS word).
* Working Knowledge of accounting package Tally ERP.

**PROJECT PROFILE**

**MBA** – A Study on ReceivableManagement at Sulfex Mattress Company, Kannur

**B.com** – Financial Analysis of MavoorCooperative bank, Calicut.

revenue.



* Proper documentation and filing of supporting documents for journal entries
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Co-ordination with stores for the daily update of stock register.
* Preparation of Bank Reconciliation Statements.
* Managing and Maintenance of Cash, Cheque, DD.

**ACHIEVEMENTS**

* Won several prizes in folk song and drama competitions at school and colleges.
* Participated in kho kho matches at school level.
* Member of district level committee of Kerala State Sunni Student Federation, a nonprofit organisation.
* Actively engaged in organising various events conducted by the above said organisation.
* Won cricket tournament cup at college level competition.

**PERSONAL SKILLS**

* Good organizing skill.
* Hardworking and Responsibility.
* Positive Attitude.
* Sincere and Punctuality.

**DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Muhsin**