



MOHAMMED SHUHAIB A P

Senior Accountant/General Accountant

Kerala-India
DOB-14-09-1997

Visa Status: Cancelled Visa

PROFILE

Looking forward to secure a position in a well-established organization, where I can lay my dedicated and proactive approach, with positive attitude and passion, to utilize my logical and reasoning abilities in the best possible way, for the fulfilment of goals of the organization as well as mine.

CONTACT

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ACADEMIC QUALIFICATION

- **MBA – IB** from Annamalai University, Tamilnadu, India.
- **Bachelor's Degree in Commerce** from Vivekananda Co-operative collage under Kannur University, Kerala, India.
- **Higher secondary** Education from State Board of Higher secondary Education kerala, India.
- **Secondary Education** from state Board of secondary Education Kerala, India.

TECHNICAL QUALIFICATION

- **CMA - USA (Pursuing)**
- **CAT (Certified in Accounting Technician) under ICAI.**
- **Certified in Indian and Foreign Accounting.**

WORK EXPERIENCE

- Working as an **Senior Accountant cum Internal Auditor** at **Mohd.Faroukh Tr.Est** (Mercedes Benz Spare Parts) Sharjah, U.A.E. (2022 Jan-Present)
- Worked as an **General Accountant** at **Al Soufi Tr.Est** (Roastery Nuts) Ras al Khaima, U.A.E (1 Year)
- Worked as an **Accountant** at Vivekananda Co-operative Collage, Kerala, India (2 Years)

DUTIES & RESPONSIBILITIES

- Verification of Company Collection Reports and Reconciling the Variations between actual cash and collection.
- Monthly Supplier Statement Preparing and making Cheque.
- Card Transaction (Visa and Master card) Statement Verification and Reconciliation.
- Manage all accounting transactions.
- Reconcile accounts payable and receivables.
- Bank Reconciliation Statement Preparing and Verification.

- Daily Cash & Cheque Deposited into Bank.
- Handling Petty cash – Preparing Pay Roll, Staff Attendance, Leave Schedule and Settlement of Employees.
- Sales Reports and Targets Capturing and Reporting.
- Stock Verification and Checking Stock Transfer Paper & Adjustments.
- Compute Tax (VAT) and Filing.
- Utility Payments Submission and Posting.
- Preparing Monthly Financial Reports (P&L a/c, Balance Sheet)
- Audit Financial Transactions and Documents.
- Ensure Timely Bank Payments.
- Publish Financial Statement in Time.
- Supporting External Auditors Needs and Queries.

TECHNICAL SKILL

- SAP
- Tally ERP, Peachtree, QuickBooks, Orison & E-Accounting.
- Microsoft Office(MS Excel & Word)
- Adjustable to all accounting software.

BASIC EXPOSURE

- Good Communication Skill (English, Arabic, Hindi & Malayalam)
- Trust Worthy, Calm under pressure.
- Strong leadership qualities, ability and desire to work within the team structure.
- Hard work and job dedication, Confident to achieve responsibility taken.
- Willingness to learn, capability to work continuously for long hours, good listener.

ACHIEVEMENTS AND CERTIFICATES

- Graduated MBA IB with Distinction.
- Participated in various management and Arts Fest.
- Won various merit certificates at school and college level.
- Achieved Student of the year award during the period of BCOM.

DECLARATION

I hereby declare that the above-furnished details are true and correct to the best of my knowledge and belief.