



MUHAMMED SHIFAN KA

CONTACT



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Kerala, India

ACADEMIC CREDENTIALS

PROFESSIONAL DIPLOMA IN CORPORATE ACCOUNT MANAGEMENT WITH SAP

School of corporate Accounts, Cochin

Completed in 2023

-TALLY

-MS OFFICE

-PEACHTREE

-QUICK BOOK

BACHELOR OF COMMERCE (COMPUTER APPLICATIONS) | 2019 - 2022

- Calicut University

HIGHER SECONDARY | 2017 to 2019

- Board of Higher Secondary

Examination, Kerala, India

OBJECTIVE

Intend to build a career with leading corporate of hitech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential, willing to work as key player in challenging and creative environment.

KEY SKILLS

Energetic

Leadership

Presentation & Professional Speaking

Decision Making

Organization skills

Adaptability

Negotiations

Critical thinking

Excellent problem-solving skill

EMPLOYMENT CHRONICLE

CORPORATE ACCOUNTS | INTERNSHIP

KEY RESPONSIBILITIES

SCHOOL OF CORPORATE ACCOUNTS , ERNAKULAM, KERALA , INDIA

ASSISTANT ACCOUNTANT

- Collaborated with senior accountants to maintain accurate preparation of financial reports, including monthly and quarterly financial statements and variance analysis.

- Prepared journal entries, maintained general ledger accounts, and ensured data accuracy.

- Assisting day to day accounting tasks and Maintain accounts receivable and accounts payable

- Utilize accounting software (Tally prime) for efficient data entry and report generation.

SALE PROMOTER | 2022 – 2023

LULU INTERNATIONAL SHOPPING MALL KOCHI

RESPONSIBILITIES

- SECTION IN CHARGE, INVENTORY MANGEMENT, CUSTOMER HANDLING, SALES STOCK REPLENISHMENT
- SET SALE GOALS AND DEVELOPING STRATEGIES.
- BUILD AND MAINTAIN A CRM DATABASE
- MEET DAILY, WEEKLY, AND MONTHLY SALES TARGETS
- PARTICIPATE SALES TEAM MEETINGS

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Quick book	★ ★ ★ ★ ★
Peachtree	★ ★ ★ ★ ★
Tally Prime	★ ★ ★ ★ ★

LANGUAGES KNOWN

- ☐ English
- ☐ Hindi
- ☐ Malayalam (Mother Tongue)
- ☐ Tamil

PERSONAL INTEREST



Songs



Travelling



Reading

DRIVING LICENCE DETAILS

License Number :kl5120210003617
Expiry Date 02/07/2042
Class of Vehicle : bike, car

REFERENCE

Asha c v
SCHOOL OF CORPORATE
ACCOUNTS ADMINISTRATOR
Ph No : +91 82816 52665
Email : kochisca@gmail.com

PROFESSIONAL CERTIFICATION

- ☐ Accounting Tally Prime
- ☐ Ms Office
- ☐ Quick Book
- ☐ Peachtree
- ☐ SAP MM & FI-CO
- ☐ Diploma in Corporate Accounts

PERSONAL STRENGTHS

- ☐ **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- ☐ **SERVICE** - Having a customer focused approach skills include patience, attentiveness and a positive language.
- ☐ **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- ☐ **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth :03/07/2002
Nationality : Indian
Marital Status : Single
Permanent Address :kizhakkekkara (h)
palappuram(po),ottap
alam,palakkad,kerala
pin code:679103

PASSPORT DETAILS

Passport Number : Y5592509
Date of Expiry : 15/06/2033
Place of Issue : Thrissur

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MUHAMMED SHIFAN KA