

MUHAMMED SUHAIL PS



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☎ 7025811612

📍 PUTTUNDA (HO), PILAPPULLY, PAR
UTHIPULLY, PALAKKAD, KERALA-678
573

SKILLS

Knowledge of generally accepted
accounting principles (GAAP)

Proficient in ERP softwares

Financial reporting

Accountants Reconciliation

General ledger accounting

Bookkeeping

PERSONAL DETAILS

Date of Birth : 09/12/2000

Marital Status : Single

Nationality : INDIA

Father's Name : SHAJAHAN P

LANGUAGES

ENGLISH

MALAYALAM

Tamil

HINDI

OBJECTIVE

Seeking an entry-level accounting position to kick-start my career. I wish to Work in a dynamic organisation that will contribute to the growth of the company as well as engage in opportunities to further the company's goals

EXPERIENCE

JUNIOR ASSISTANT

Nov-2022 - May-2023

MANAPPURAM FINANCE LIMITED

- Recording Day-to-Day Cash Transaction and Maintaine The Books of Accounts properly
- Balanced daily cash deposits and vault inventory with zero error rate
- Maintained Customer Financial informations and files
- Answered Customer inquiries involving rates,products and loan application status to facilitate quality Customer service

EDUCATION

Bachelor Of Commerce

2019-2022

University Of Calicut

Plus Two- Commerce

2017-19

Kerala Board Of Higher Secondary

SSLC

2017

Kerala Board Of Public Examination

PASSPORT DETAILS

Passport No : U7760271

Date of issue : 24/12/2020

Date if expiry : 23/12/2030

SOFTWARE KNOWN

TALLY ERP 9 WITH GST

MS OFFICE SUITE (Word, Excel, Powerpoint)

QUICKBOOKS

PEACHTREE

COMPUTER SKILLS

Diploma in Computer application