

## **SHAHEEN MOHAMMED**

Accounts Executive

Address: Tubli, Bahrain. Mob: 39314734

[Shaheenmohammednet@gmail.com](mailto:Shaheenmohammednet@gmail.com)

CPR NO - 000745243



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### **OBJECTIVE**

To work in a challenging environment that will utilize all my skills and to acquire further technical knowledge that will help myself and the organization to achieve.

### **EXPERIENCE**

Currently working in FLASH STAR INTERNATIONAL W.L.L,  
BAHRAIN.

#### **ACCOUNTANT**

- Book keeping and accounting
- Supply administrative support
- Create and update expense report
- Reconcile invoices and identify the differences
- Maintain digital and physical financial records
- Stock record maintenance

#### **Accountant Executive**

Agile Accounting Solution, Trivandrum, Kerala, Year 2020-2022

- Preparing Financial Reports & Records For Various Reputed Business Firms Like Aravind fuels, Aravind Gas, Our Indane Gas Service, GrandBazar of Trivandrum,Kerala.
- Assisting In GST & Tax Preparation

### **EDUCATION**

B.COM (COMPUTER APPLICATION)

National College, Trivandrum (Affiliated With University Of Kerala) Year 2019-2022

- Commerce
- Accountancy
- Macro Economics

Along with Basics of Computer Language, Computer Applications in Business

### **SKILLS IN COMPUTER**

- Tally ERP 9
- Ms Office
- Google Workspace

### **PERSONAL DETAILS**

Gender : Male

Date of Birth: 08/07/2000

Nationality : Indian

Passport No : V7931507

### **LANGUAGE**

- English
- Hindi
- Malayalam
- Tamil

### **HOBBIES**

- Driving
- Traveling

### **VISA DETAILS**

BAHRAIN VISA VALID UPTO : 30/09/2023

