

MUHAMMED SHAFEEQ

ACCOUNTANT AND TYPIST

CAREER OVERVIEW

Highly motivated, well organized professional accountant offering over 5+ years experience in Accounting. Expert in account reconciliations, payment processing, journal entries, data entry, billing and collections. Outgoing, with strong communication skills and a creative talent for cultivating rewarding relationships with customers, peers and supervisory staff.

ACADEMIC BACKGROUND

V.T.BHATTATHIRIPAD COLLEGE

B.SC MATHEMATICS | APRIL - 2016

UNIVERSITY OF CALICUT

- Differential Calculus & Vector Calculus.
- Advanced Accounting.
- Mathematical Methods.

GVHSS CHERPULASSERY

COMPUTER SCIENCE | MARCH - 2011

BOARD OF HIGHER SECONDARY EXAMINATIONS

- Fundamentals of Embedded Systems
- Advanced Mathematics
- Introduction to Database Management Systems
- Object-Oriented Programming using C++

WORK EXPERIENCE

DARSHANA TRADERS LTD

ACCOUNTANT AND AUDITOR | 6 YEAR


- Examine financial statements to ensure that they are accurate and comply with laws and regulations
- Compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time
- Inspect account books and accounting systems for efficiency and use of accepted accounting procedures
- Assess financial operations and make best-practices recommendations to management


REFERENCE

RIYAS O
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 shafeeq-muhammed

ADDITIONAL SKILLS

- Financial reporting
- Arabic Typing
- Full-cycle accounting
- Negotiation
- Critical Thinking
- Active Listening
- Microsoft Dynamics

CERTIFICATIONS

- Arabic Inputter
- Diploma in Corporate Account
- Diploma in Management with SAP
- FICO
- PEACHTREE
- TALLY ERP09
- Excel