



Muhammed Shanu pk

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Objective

To obtain a challenging position as an Accounts Assistant in a reputable organization where I can utilize my skills and experience to support the accounting department and contribute to the success of the company.

Education

Diploma in computer engineering, M.Dan Institute of Technology, Kerala, Graduated by 02/2020-02/2023

Commerce, High Secondary School Vakayad Nhss, Kerala, Graduated by 08/2018-08/2020

Skills

- Proficient in accounting software such as Tally Prime, Excel, Busy Accounting, QuickBooks and SAP Business One ERP Software
- Knowledge in preparing GSTR 1, GSTR 2, GSTR 3B and filing of GST Returns and Payment of GST liabilities
- Strong attention to detail and accuracy
- Good Communication Skills, both written and verbal
- Ability to work independently and as a part of a team
- Experience in working with real time Accounting Projects of Trading, Manufacturing and Service Organisations
- Working Experience in MS Excel Report Generation
- Good knowledge in the preparation and filing of UAE VAT Returns
- Problem solving skills

Experience

- Successfully completed Apprenticeship in Accounts Management, Inventory Management, Tax Management, Accounting Software Specialization from IPA [Institute of Professional Accountants], an ISO 9001:2015 Certified Accounting Skill Development Centre, Kerala, India
- Experience in preparing financial statements and reports including Balance Sheet and Income Statements
- Experience in preparing and filing of tax returns, including GST
- Special skills in processing accounts payable and accounts receivable transactions

- Preparing and maintaining accounting records and reports
- Expertise in reconciliation of accounts and investigate discrepancies
- Experience in preparing MIS Reports in MS Excel
- Acquired skills in maintaining and finalizing Accounts using Busy Accounting Software [Indian Companies] and QuickBooks Accounting Software [Companies in Middle East]
- Acquired skills in managing Purchase Process, Sales Process, Banking, Service, Production, and Administration in SAP Business One ERP Software
- Experience in entering financial data in SAP R/3 ERP Software in FI and CO Modules. Good experience in data recording in General Ledger, Accounts Payable, Accounts Receivable and Cash Register.

Certifications

- PGDBAM [Post Graduate Diploma in Business Accounting & Management] Certificate from the Institute of Professional Accountants [IPA], Kozhikode, Kerala, India
- Certification in Tally Prime from Tally Education Pvt Ltd
- Proficiency Certificate in GST
- Project Certificates in Tally Prime
- Proficiency Certificate in MS Excel
- Authorized Certificate in Busy Accounting Software
- Project Certificate in QuickBooks Accounting Software
- Project Certificate in SAP Business One ERP Software
- SAP FICO Power User Authorized Certificate

References: Available upon request

Portal for Certification Verification: verify.ipakerala.com [Provide the Verification Number printed on the Certificate and Captcha and click on **VERIFY**]

I, Muhammed Shanu pk, hereby declare that all the information furnished above are true to the best of my knowledge and belief.

Place: Kozhikode

Date: 07/04/2025

Signature

