



## 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](http://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

