



SHUHAIB K

About Me

A Team oriented player with more than 6 months' Experience in Accounts Assistant. Seeking a responsible position in a dynamic organization wherein I may utilize my experience, education & talents and provide an opportunity for personal advancement while a real contribution to the growth of the organization.

My Contact

✉ shuhaibmuhammed861@gmail.com

☎ +971521169692

📍 DUBAI



Hard Skill

- Financial modeling and reporting
- Financial accounting
- Business valuation

Soft Skill

- MS Word
- Internet&Email
- MS-Excel
- Tally ERPprime
- G vat

Education Background

- B.S.C Mathematic
Calicut University
Completed in 2020
- Higher Secondary(Science)
Kerala board of secondry Education, India
Completed in 2017
- SSLC
Kerala board of secondry Education, India
Completed in 2015

Professional Experience

AKBAR TRAVELS INDIA PVT.LTD MUMBAI

Since November 2021-April 2022

Key responsibilities:

- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position, using computer.
- Preparation of Forecasted cash flow with the Finance Manager and preparing the payments as per the cash flow
- Recording acquisition of Assets, Charging Depreciation and preparing reports & relatcompleteness.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Recording acquisition of Assets, Charging Depreciation and preparing reports & related documents

Additional Qualification

- Diploma Certification in Manual And Computerised Accounting
- The Fundamentals of Digital Marketing (GOOGLE)

PERSONAL PROFILE

Date of Birth : 17-MAR-2000
Nationality : Indian
Passport No : V2389154
Language Known : English, Malayalam, Tamil, and Hindi
Personal strength : Hard working, Sincere, optimistic, responsible leadership qualities,