

# MUHAMMED SHAHAL P

Assistant Accountant



## CONTACT

- +971-559652706
- Shahalplakkal@gmail.com
- UAE, SHARJAH
- VISIT VISA

## SOFTWARE SKILL

- TALLY ERP9
- TALLY PRIME
- EXCEL
- MS WORD
- PEACHTREE
- ARCO BIS

## PERSONAL STRENGTHS

### COMMUNICATION -

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

**SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language

**ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.

**MANAGEMENT**-Management skills to direct others and review others performance.

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

- Team Work
- Work Ethic
- UAE VAT
- VAT 201
- Organization skills
- Time Management
- Interpersonal ability
- Detail Oriented
- Punctual
- Quick Learner
- Hardworking
- Analytic Skills

## EMPLOYMENT CHRONICLE

### ACCOUNTANT ASSISTANT JUNE 2022 – JUNE 2023

BCC BUILDERS ENGINEER&DESIGNERS- (India, Kerala)

About Company: Bcc Builders Engineer&Designer based on KERALA, A Leading Player in Industry with track Record of Successful Project and Reputation for quality and Innovation, BCCBUILDERS has captured the attention, imagination and loyalty..

### WORK EXPERIENCE

- Maintaining of day book, Ledger, Cash book, Bank book, Purchase & Payment.
- Reconcile accounts with the general ledger
- Preparing Daily transaction report To Management
- Preparing Debtors and Creditors report
- Purchase invoices entering
- Handle accounts payable and receivable
- processes invoices, records payments, and track Cash flow of the organization
- Prepares payments by verifying documentation and requesting Labour
- Preparing Monthly Income Statement.
- Preparing Cash in Flow and Outflow
- Preparing Site Pending Financial report
- Daily fund report provide to manager
- Excel Book Keeping

## AREA OF EXPERTISE

Financial Accounting Book keeping  
Financial Analysis  
Taxation  
Financial System  
Communication Collaboration

- **Operating system**
  - Windows (XP,7,8,10)

## LANGUAGES KNOWN

- English
- Malayalam
- Hindi

## PASSPORT DETAILS

Passport No :T7868133  
Place of Issue : KOZHIKODE

## VISA STATUS

Visa Type :Visit visa  
Valid from:24/06/2023  
Valid to :06/08/2023

## ACADEMIC CREDENTIALS

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**2018-2021**

**-BACHELOR OF COMMERCE  
Computer Application**

**2021**

**-DCMCA(Diploma Certification in Manuel and Computerized Accounting)**

**2015-2017**

**-BOARD OF HIGHER SECONDARY EDUCATION, KERALA  
Plus two – Commerce**

**2015**

**-BOARD OF PUBLIC EXAMINATION, KERALA  
-SSLC**

**-GOOGLE DIGITAL GARAGE CERTIFIED  
FUNDAMENTAL OF DIGITAL MARKETINGS**

## PERSONAL DOSSIER

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Gender	: Male
Date of Birth	: 14-06-2000
Nationality	: Indian
Marital Status	: Single
Religion	: ISLAM
Permanent Address	:PALAKKAL (H) EDAPPAL,KERALA,INDIA Pin – 679572

## DECLARATION

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I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place :**

**Date :**

**MUHAMMED SHAHAL P**