



MUHAMMED SHANIF MK

ACCOUNTANT

Dubai, , United Arab Emirates

+971521022575

shanifsha17@gmail.com

Key Skills

- Planning and forecasting
- Business management
- Budgeting
- Creativity
- Attention to detail
- Organisation
- Time management
- Adaptability
- Communication

Languages

English

Malayalam

Hindi

Summary

Accountant with in financial analysis, budgeting, and reporting. Proven track record of improving financial performance and streamlining processes. Strong communication and leadership skills, with experience training and mentoring junior staff. Holds a Bachelor's degree in Commerce and certificates in Tally and SAP.

Professional Experience

Accounting service society

November 2021 - January 2023

Accountant

- Preparing financial statements and reports, such as balance sheets and income statements.
- Recording and maintaining accurate financial transactions such as sales, purchases, and payments.
- Managing and reconciling various accounts, such as accounts payable accounts receivable, and bank statements.
- Auditing financial records and systems to ensure accuracy and compliance with regulations.
- Collaborating with other departments and teams to support overall business goals and objectives.
- Staying current with changes in accounting regulations and industry trends.

Education

Sibga institute of advanced studies, Kerala India

B.com(computer application) in Bachelor of Degree March 2017 - March 2020

Accounting service society

Diploma in accounting April 2021 - September 2023

Certifications

Sap(fico)

Sap(MM)

Tally Prime

MS Word

MS Excel

VAT