



DETAILS

Deira
Dubai
United Arab Emirates
+971-54 719 6495
shamilshamil5151@gmail.com

NATIONALITY

Indian

DATE / PLACE OF BIRTH

21-02-2003
Kerala

VISA DETAILS

Visa Type : Visit
Expiry : 03-03-2024

Skills

- Microsoft Office
- Time Management
- Fast Learner
- Ability to Multitask
- Leadership Skills
- Customer Service
- Problem Solving
- Ability to Work Under Pressure
- Interpersonal Communication Skills

Languages

English
Malayalam
Hindi

Muhammed Shamilkhan P.T

ACCOUNTANT/ADMINISTRATION

As an ambitious and dedicated recent graduate with a specialization in accounting and administration, I am actively seeking an entry-level position to kickstart my professional journey. My career objective is to leverage my academic knowledge, internship experiences, and a strong foundation in financial management to contribute effectively to an organization's success. I am eager to apply my analytical skills, attention to detail, and adaptability in a real-world business environment. With a commitment to continuous learning, I aspire to grow within the company, take on increasing responsibilities, and contribute meaningfully to the achievement of organizational goals.

Work Experience

Assistant Accountant, Total Build Mart Pvt Lmt, Kozhikode

- Assisted in the preparation of financial statements, including balance sheets, income statements, and cash flow statements
- Processed accounts payable and accounts receivable transactions, ensuring timely and accurate recording.
- Collaborated with other departments to resolve billing and invoicing issues.
- Maintained an organized filing system for financial documents.

Technical Skills

- LPO preparation, tax compliance
- Data Entry
- General Ledger Maintenance
- Strong Analytic Skills

Education

- Bachelor of Business Administration (Finance), Alphonse University Of Calicut, Kozhikode
JUNE 2020 - APRIL 2023
- Diploma in Airline & Airport Management
JULY 2022 - JULY 2023
- REC Higher Secondary School, Higher Secondary, Kozhikode
JUNE 2018 - MAY 2020
- AL - IRSHAD High School, SSLC, Omassery
JUNE 2017 - JUNE 2018

Courses

- Advanced Excel, G-Tec Computer Education
SEPTEMBER 2023 - OCTOBER 2023
- Tally Certified, G-Tec Computer Education
AUGUST 2023 - OCTOBER 2023

Declaration

I hereby assure that the information given above is true to the best of my knowledge, and I will be very much obliged to be given an opportunity to serve your esteemed organization.

Place :

Date :

Muhammed Shamilkhan P.T