

# MOHAMMED SHAHID TM

Teller/Customer Service  
Officer



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 Abu Dhabi

 Mohammed Shahid TM

## EDUCATION

**Bachelor of Business Administration**  
**Kannur University**

2016 – 2019 | Kerala, India

**Professional Diploma in Indian & Foreign  
Accounting**

**G-tec Computer Education**

2021 – 2022 | Kerala, India

## PERSONAL DETAILS

- Nationality - Indian
- Date of Birth - 28/03/1998
- Marital Status - Single
- Visa Type - Visit Visa
- Date of Expiry - 07/09/2024
- Passport No - U2776910

## TECHNICAL SKILLS

- Tally
- Peachtree
- Quick Books
- MS Excel
- MS Word
- MS Powerpoint

## LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

## PROFILE

Dedicated and detail-oriented professional with over 3 years of experience in cash handling, customer service, and financial transactions. Proven track record of efficiently managing high-volume transactions and providing exceptional customer service. Proficient in compliance, banking regulations, and accounting systems. Excel in a high-paced environment

## PROFESSIONAL EXPERIENCE

**Accountant / Finance Controller**  
**Talent Kraft General Maintenance**

01/2024 – 06/2024 | Abu Dhabi, United Arab Emirates

- Prepared and analyzed financial statements, ensuring compliance with accounting standards and regulations.
- Perform variance analysis to identify deviations from the budget and provide actionable insights.
- Maintained and reconciled general ledger accounts, conducted month-end close processes to ensure accurate financial reporting.
- Managed accounts payable by processing invoices, verifying expenses, and ensuring timely payments. Handled accounts receivable, including billing, collections, and account reconciliation.
- Prepared and filed tax returns in compliance with local, state, and federal regulations. Ensured timely payment of all tax obligations.
- Conducted financial analysis to support strategic planning and decision-making processes.

**Cashier Cum Accountant**  
**Bright Woods Interior Solutions**

2022 – 2023 | Kerala, India

- Handled petty cash and provide customer service by addressing customer inquiries and resolving issues.
- Receive and process payments from customers accurately and efficiently.
- Maintain accurate financial records and ledgers.
- Prepare and process quotation, invoices, receipts and payments.
- Assists in the preparation of financial reports and statements.
- Maintain accounts payable & accounts receivable.

**Cashier cum Accountant**  
**7 Days Hypermart**

2019 – 2021 | Kerala, India

- Prepared monthly financial reports for senior management.
- Balance cash drawers and ensure accurate end-of-day reconciliation
- Prepared necessary paperwork for tax payments and returns.
- Shared financial data with the accounting department.
- Checked, inspected and reconciled bank deposits and payments on daily basis.
- Recommended tax strategies that aligned with business goals.
- Prepared all expense related reports.
- Handled Accounts payable and Accounts Receivable

## SKILLS

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- Financial administration
- Accounting principles
- Flexible and adaptable
- Organization and time management
- Attention to detail
- Financial reporting
- Relationship management
- Problem solving
- Communication skill
- Teamwork and collaboration