

PROFILE

To prove myself dedicated worth full and energetic in a progressive organization that gives me scope and practical skills and be a member of a team that dynamically works towards achievement.

- Self-motivated, goal-oriented strategist, highly imaginative with many innovative ideas.
- Proficient in handling multiple tasks, interfacing with approving authorities.
- Resourceful at coordinating with departments to obtain required information.
- Solution-driven character in handling various human behaviors.

WORK EXPERIENCES (ACCOUNTS):

➤ Global Furni Mart (India) Pvt.Ltd April-2018 To August-2021

DUTIES & RESPONSIBILITIES:

- Maintain day to day bookkeeping
- Prepare purchase order and sales invoice
- Perform monthly bank reconciliation
- Maintain petty cash transaction
- Prepare receipt and payment voucher
- Closely track AP and AR with vendors and customers
- Preparing statutory accounts
- Prepare payment cheques and monthly payment schedules
- Reconciles financial discrepancies by collecting and analyzing account information
- Sales order processing and customer coordination
- Oversea inventory management in coordination with factory store
- Proper Maintenance of import documents



MUHASSIN KP

muhassinkp@gmail.com

Mobile: +971 58 296 3440

Address:

Dubai, UAE

Personal data:

Date Of Birth : 29 Nov 1995

Gender : Male

Father's Name : Mammu KP

Nationality : Indian

Marital Status : Single

Passport No : S0227906

Visa Status : Visiting Visa

EDUCATION:

- B-Com Corporation: 2014-2017
- Plus Two: Govt High Secondary School Aroli (H.S.E Board Of Kerala-2013)
- S.S.L.C: Govt High Secondary School Aroli (Govt. Of Kerala-2011)

SOFTWARE PROFICIENCY:

- MS OFFICE
- TALLY ERP.9 & TALLY PRIME (VAT&GST)
- PEACHTREE
- QUICKBOOKS

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

STRENGTHS:

- WRITTEN AND COMMUNICATIN SKILLS
- WILLINGNESS TO LEARN
- HARD WORK AND TIME KEEPING
- GOOD ANALYTICAL SKILLS
- TEAM WORK

DECLARATION:

I HEREBY ASSURE THAT IT WOULD BE MY GREAT PLEASURE TO PERFORM THE DUTIES ENTRUSTED TO ME WITH FULL LOYALTY AND RESPONSIBILITY AND TO THE MAXIMUM SATISFACTION OF MY SUPERIORS AND I AM CONFIDENT OF MY ABILITY TO WORK IN A TEAM. ALL INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND ABILITIES.