



# Mohammed Sabeel

## Career Objectives

To seek a challenging position that provides an opportunity to upgrade knowledge, perform in a competitive environment. To be a part of a great work culture and dedicate myself to fulfil what is expected from me by the organization.

## Contact Details

+97 430619279

+91 9947951215

## Email

[Sabeelchikku900@gmail.com](mailto:Sabeelchikku900@gmail.com)

## Address

Mohammed Sabeel, S/o  
Salam A A,  
Azhivelikkakath,  
Edavanakad P O,  
Ernakulam,  
India – 682 502.

## Computer Literacy

- ❖ Ms Word
- ❖ Ms Excel
- ❖ Ms Power Point
- ❖ Email & Internet

## Industries Covered

- Local buying and selling
- Authorized Distribution Company
- Whole sale Dealership Company

## Profile Summary

An Exceptional individual with the pleasant personality, interpersonal communication with administrative skills and who has a passion for accounting from young age.

- **Accountant and Accounts Trainee**  
S&S Associates Pvt. Ltd., Ernakulam, India.  
**1 Year**
- **Junior Accountant**  
New Swiss Time House, Ernakulam, India.  
**1 Year & 3 Months.**
- **Accountant**  
Build Mate Wholesale Dealers in Hardware's  
Kuzupilly, Ernakulam, India.

## Work Experience

**Accountant and Accounts Trainee** in M/s. S&S Associates Pvt. Ltd., Ernakulam, India, during the period of 1<sup>st</sup> May 2018 to 31<sup>st</sup> August 2019.

**Junior Accountant** in M/s. New Swiss Time House, Ernakulam, India, during the period of 1<sup>st</sup> September 2019 to 30<sup>th</sup> November 2020.

**Accountant** in M/s. Build Mate Wholesale Dealers in Hardware's from 1<sup>st</sup> December 2020 to 30<sup>th</sup> November 2021

## Working Skills & Responsibilities

- . Worked directly with other accountants to improve and develop skills, knowledge, so that outcomes were improved.
- . Maintain cash and accurately record cash transactions.
- . Kept colleagues on-task with proactive behaviour modification and positive reinforcement strategies.
- . Preparation of purchase, sales registers and monthly GST return filing,
- . Reconciliation of banks, creditors, debtors and intercompany accounts
- . Maintain Day book, Ledger Creation,
- . Records Purchase Invoices, Sales Invoices, daily closing of accounts and Updating Ledger balance.

# Mohammed Sabeel

## Personal Details

Nationality : Indian

Date of Birth: 27/09/1996

Gender : Male

Language : English,  
Known Malayalam,  
Hindi

Strengthens :  
Smart work,  
Time management  
Positive mind  
Risk management  
Work ethic  
Helpful

Weakness : Workaholic  
mind set

Interests : Photography  
and Cricket

Marital Status : Unmarried

### Passport Details

Passport No. : T3131950  
Place of issue : Cochin  
Date of issue : 18/01/2019  
Date of expiry: 17/01/2029

Visa Details : Work – Yearly  
Resident  
(382021442337)

License Details : Indian  
Driving license  
(LMV)

## Education Details

| Course                          | Institution                                                                               | Board/<br>University                            | Year of<br>Passing |
|---------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------|
| MCOM                            | VIAS Campus,<br>Vypin, Ernakulam,<br>Kerala, India.                                       | M G<br>University,<br>Kottayam,<br>India.       | Result<br>Waiting  |
| BCOM<br>Computer<br>Application | Sree Narayana Arts<br>& Science College,<br>Kedamangalam,<br>Ernakulam, Kerala,<br>India. | M G<br>University,<br>Kottayam,<br>India.       | 2018               |
| PLUS<br>TWO                     | H I H S S,<br>Edavanakad,<br>Ernakulam, Kerala,<br>India.                                 | Board of<br>Higher<br>Secondary<br>Examination. | 2015               |
| SSLC                            | H I H S S,<br>Edavanakad,<br>Ernakulam, Kerala,<br>India.                                 | Board of<br>General<br>Education<br>Department. | 2013               |

## Reference

1. Shri. Riyas T.hamarasherry  
Managing partner  
New Swiss Time house, Ernakulam, India  
Email: [newswisstimehouse@gmail.com](mailto:newswisstimehouse@gmail.com)  
Contact Number: +91 9567244001.
2. Shri. Saji Mathew  
Owner and Chief Accountant of S&S Associates  
Email: [sajimathew18@gmail.com](mailto:sajimathew18@gmail.com)  
Contact Number: +91 9995239049

## Declaration

I hereby confirm that the details furnished here are true and correct to the best of my knowledge.

Date: 10<sup>th</sup> Dec 2021  
Place: Doha, Qatar

Mohammed Sabeel