



MUHAMMAD ROSHAN.MK

DUBAI, UAE

Visa status: visit (up to January)

CONTACT

roshanmk4321@gmail.com

+ 971509660645

PROFILE

Expert soldier with Accounts clearance. Proven ability to manage accounts and report to unit leaders. Proficient in risk assessment, maintaining safety gear and terrain evaluation.

Accountant with 8 Years of experience in business accounts field. Strongly focused with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines. Driven to achieve the result for customers.

SOFTWARE PROFICIENCY

Tally. ERP

MS Office

LANGUAGE KNOWN

ENGLISH- Speak, Read, Write

HINDI- Speak, Read

EDUCATION

BACHELOR DEGREE IN COMMERCE WITH CO-OPERATIVE ACCOUNTS

CALICUT UNIVERSITY

2015-2018

EXPERIENCE

ACCOUNTANT – BARWA EDAYADIYIL GRANITES

JUNE 2019 TO SEPTEMBER 2021

- Determined the integrity of financial records to ensure all data was recorded and accurate.
- Implemented complete accounting procedures and controls to accurately process business transactions and making reports for the management team.
- Provide administration with detailed expenditure reports.
- Calculation of profit and loss account and making dividend.

ASSISTANT ACCOUNTANT – K.P ENTERPRISES

MAY 2018 TO FEBRUARY 2019

- Prepared daily, weekly, monthly reports for the management team and analyses reports.
- Created the scope and requirements for company project.
- Collected subject matter for upcoming meetings, created the agendas and sent out automatic notifications to attendees.

BILLING CUM PHARMACIST – DAISMAN AYURVEDIC HOSPITAL

SEPTEMBER 2012 TO APRIL 2018

- Cash dealing and making payments of creditors.
- Recording of daily transactions and dealing of daily payments and receivables.

PERSONAL DETAILS

Date of Birth : 1st June 1995

Father's Name : Abdul Nasar.MK

Religion : Muslim

Nationality : Indian

Passport NO : M9929184 (valid
up to June 2025)

Permanent Address:

Mathamkuzhiyil (h), Kaloth,
Kondotty, Malappuram, Kerala-
673638 India

KEY SKILLS AND CHARACTERISTICS

- General ledger updates.
- Software and computer proficiency.
- Documentation and reporting.
- Tax reports preparations.

