

CURRICULUM VITAE

MOHAMMED ZAHEEM A V

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Career Objective

Secure a responsible career opportunity to fully utilize my experience and skills, while Making a significant contribution to the success of the company.

Professional Experience

Worked as accountant with **BEST ENTERPRISES**, Mahe, India

From: 01-01/2020 to 28-02-2022

- Daily sales bill and purchase bill sorting and filing
- Recording All kinds of banking transaction
- Preparing the accounts and tax returns filing
- Recording Reciepts and payments by cash and Cheque from Customers and Vendors
- Prepare and insure sales return and purchase return (debit note and Credit note)
- Recording the Daily income and expense
- Posting journal entries and Vouchers
- Check Customers and Vendors statements for Financial Audit purpose
- Operating billing software and day accounts
- Creation and alteration of products in software
- Prepare balance sheet and profit and loss account

Education Qualification

- **B Com (Bachelor of Commerce) at Calicut University**
- **Plus Two (Commerce) Ramavilasam Higher Secondary School, Chokli, Kerala.**
- **Secondary**

Technical Skills

- MS Office
- Tally E R P 9.0
- Peachtree
- Quick Book
- Tradeasy

PERSONAL INFORMATION

Date of Birth : 17 June 1998
Sex : Male
Marital Status : Single
Nationality : Indian
Passport No : T8033460
Visa Status : On Visit Visa

LANGUAGE KNOWN

❖ English, Hindi, Tamil & Malayalam

I hereby declare that all the above furnished details and particulars are true to the best of my knowledge and belief. I am also confident of my ability to work in a team

MOHAMMED ZAHEEM A V