

MUHAMMED SAMEER M C

Mail ID: sameermc301@gmail.com

yahoo: msmctkm301@yahoo.com

Mobile No: +91 8089233485



CAREER OBJECTIVE:

Looking for challenging opportunity to work as a accounting. Capable and flexible to work under aggressive project timelines and able to work on all accounts work.

KEY SKILLS – AREAS OF EXPERTS:

- Knowledge and Experience in accounts.
 - Team Coordination with data entry operating.
 - Knowledge and Experience in teaching.
 - Knowledge and Experience in diploma in computer application.
 - Knowledge and Experience in tally ERP9.
 - Knowledge and Experience in Photoshop.
 - Knowledge and Experience in Microsoft word.
 - Knowledge and Experience in Microsoft excel.
 - Knowledge and Experience in GST (cgst,igst,sgst).
 - Knowledge and Experience in VAT(input vat,outputvat).
-

ACADEMIC DETAILS:

- ◆ **Post Graduate** (Master of Business Administration [MBA])
- ◆ **Degree** (Bachelor of Commerce [BCOM]), University of Calicut
- ◆ **Degree in Arabic college** (Anweri) skimvb
- ◆ **Plus two** (Commerce), Board of higher secondary Kerala
- ◆ **SSLC** , Government of Kerala

PROFESSIONAL CERTIFICATIONS:

- Certificate of excellence diploma in computer application
- Certificate of excellence computer data entry operator
- Certificate of proficiency Accounting (Tally Erp9)
- Faculty of bachelor of commerce(BCOM)
- Faculty of master of business administration (MBA)

CAREER GOALS:

- My short term goal is to get a job in required company when I can utilize my skills & improve my career path.
- My long term goal is to be in respectable position in that organization.

PERSONAL STRENGTH:

- Enjoy learning new methods and ideas and putting them into daily practice.
- Self motivated.
- Fast decision making.
- Adaption.
- Optimistic.
- Flexibility.
- Excellent Communication and Interpersonal skills.
- Hardworking.

- o Optimistic in projects.

WORK EXPERIENCE DETAILS:

1. **ORGANIZATION:** teaching

PERIOD: 2016 – 2019

DESIGNATION: in kerala

2. **ORGANIZATION:** accountant

PERIOD: 2019 – till

DESIGNATION: in oman

JOB DESCRIPTION:

- Arabic teacher
- Accountant

PERSONAL DATA:

Nationality	: Indian
Marital Status	: No
Date of Birth	: 26/04/1996
Languages Known	: English, Arabic, Urdu, Hindi and malayalam
Passport No& Validity	: M8658828, 19/05/2025
Date of Issue	: 20/05/2015
Permanent Address	: Markkasseri cheralakkunninmel(H), melmuri(PO) Pulasseri(VIA),Palakkad-679307,Kerala

I hereby declare that the above mentioned information is true to the best of my knowledge and belief, this data correctly describes my skills, experience and qualification

Place: PALAKKAD

MUHAMMED SAMEER MC

Date:
