



MUHAMMED SABIR

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villa-49, near Al Qaiem
Public Kitchen, Sharjah, UAE

Passport No - S8954441
visiting visa

 14 apr 1997

 [sabirhere_](#)

 Kerala, India

SKILLS

- Accounts Management
- Marketing and Selling
- Customer relationship
- Time Management
- Clerical Knowledge
- Financial Reporting and Analysis

LANGUAGES

- Malayalam - Native
- English - Professional
- Hindi - Basic

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OBJECTIVES

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative learner and contribute towards the success of company

WORK EXPERIENCE

Senior Accountant
Passion Gold and Diamonds | Jul-2019 - Current

- Handling tax-related tasks such as GST, CESS etc.
- Performed process analysis and communicated recommendations to management.
- Created financial reports and supported all area of responsibility.
- Company's profits & losses and present the figure in a detailed way to allow the management to know about how the organization is doing.
- Providing proper hospitality and customer service.

Junior Accountant
Namia Glass Palace | Feb-2019 To Jun-2019

- Data entry and book keeping.
- clearance of Bank reconciliation statement.
- Document presentation and also GST Filing.
- Managing invoices of Suppliers and customers.

Accounts Assistant
Picardo - Fashion Store | Jan-2015 To Sep-2017

- Billing and data entry works.
- Know the products and services.
- Knowledge about current fashion & Trends.

EDUCATION

- Bcom Cooperation
(Graduated from University of Calicut : 2015 - 18).
- Higher Secondary Education (HSE-Commerce).
- Secondary Education (HSE).

Professional Education

- Diploma in Indian and foreign Accounting includes (TALLY ERP.9, QUICK BOOK, PEACHTREE) And basic Accounting softwares.
- Completed GST and GULF VAT Accounting.
- MS OFFICE
- Computer Hardware and Networking