



# Mohammed Kasim

Accountant

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Puthiyannal House, Androth Island UT of Lakshadweep 682551

## SUMMARY

Goal-focused Accountant with record of accurate reporting and budget management. Successful at multitasking in fast-paced financial environments to handle diverse accounting and clerical needs. Processed payroll, budgets, reports, audits, journals, expenditures and payments. Diligently maintains latest training on tax regulations and legal issues impacting financial operations.

## EXPERIENCE

### Accounts Assistant

12/2022 - Present

NRS and Associates, Chartered Accountants

- Gathered financial information, prepared documents and closed books.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Evaluated and improved financial records to make important business decisions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

### Accountant Cum Kiosk Operator (KO)

09/2021 - 11/2022

SBI CSP - Customer Service Point

- Money transactions and withdraw (IMPS, AEPS etc...)
- Recording daily financial transactions
- Maintain Internal Audit Store and Accounts Book
- Maintained secure cash drawers, promptly resolving discrepancies in daily totals.
- Maintained all Accounting voucher entry

### Data Entry operator Cum Office Assistant

09/2020 - 10/2022

Common Service Centre

- Performance general office duties such as typing, operating office machines and sorting mails.
- office work as per requirement.
- Doing all kind of data entry works.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.

### Sales Man (Part time)

09/2018 - 12/2018

Edapparambil Textiles

(Worked as a Sales man at a Textile Shop during my Diploma Course)

- Developed and maintained courteous and effective working relationships.
- Offered friendly and efficient service to customers, handled challenging situations with ease.

## EDUCATION

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<b>Certified Corporate Accounting</b> Inzpire Institute of Accounting Practiced Tally based Accounting System and Apart accounting works got exposure in the field of GST, Income Tax and UAE VAT practiced under Chartered Accountant.	2023
<b>M.com Finance</b> P.M Sayeed Calicut University Centre - Commerce Completed a individual Project Topic on Employee Morale at MGNRGA workers at Androth.	2021
<b>Professional Diploma in Computerized Financial Accounting</b> Kerala State Rutronix Practiced Tally, Peachtree, QuickBooks and office suit practical's.	2018
<b>B.B.A</b> C.E.T College of Management Science and Technology- M.G University - Management Completed a individual Project Topic on Employee Morale at Rubek Balloons Airapuram Kerala.	2018

## CERTIFICATES

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<b>GCC VAT Sahal Accounting Service Dubai</b>	12/2022 - Present
<b>Certificate of Corporate Accounting</b>	12/2022 - Present
<b>Professional Diploma in Computerized Financial Accounting</b>	02/2019 - Present
<b>Internship Certificate</b>	03/2018 - Present

## SKILLS

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Account Reconciliation	Tax accounting specialization
Bookkeeping	Tally ERP9 and Tally Prime
Compiling data	MS office - Excel,Word,PowerPoint
Account reconciliation processes	Recording Financial Transactions
Tax accounting specialization	Tax Forms
Finance	
Accounting and bookkeeping	

## LANGUAGES

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English	Intermediate	Hindi	Intermediate
Malayalm	Native	Arabic	Basic