



MUHAMMED ARSHID KP
Abu Dhabi, UAE

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QUALIFICATION

- BACHELOR IN COMMERCE - B.COM (2018) - IGNOU University, India.
- HIGHER SECONDARY EDUCATION (2013-2014)
- SSLC (2011-2012) - Board of Public Examination, India
- ACCOUNTING - Accounts Management and Banking Allied training.

EXPERIENCE

- Organization: **HERO PLYWOODS & BOARDS**, Kerala, India
 - Position: Accountant
 - Period: May 2018 to February 2021
- Organization: **DENEB CONTRACTING L.L.C**, Abu Dhabi, UAE
 - Position: Accountant
 - Period: April 2021 to September 2021

SKILLS AND ABILITIES

- Have the ability to handle variety of activities like invoicing, entering purchase and sales orders, receiving and checking the goods supplied by the suppliers.
- Recording day to day transactions of the business without any delay.
- Control petty cash and office cash flow on monthly liquidation basis
- Developed communication with customers and vendors.
- Preparing Reports about Sales, Purchases, Payments, Pricing, maintain updated records of purchased products, delivery information and invoices.
- Perform a broad range of supervisory responsibilities over others. Communicate orally with customers, clients and public face-to-face one-o-one settings, in group setting and using a telephone.
- Handled file validation and document controlling, solid understanding of document processing principles and practices.
- Working with team members and Managers to complete duties as needed

COMPUTER SKILLS:

- Tally (ERP 9)
- Zoho
- MS Suite (Word, Excel)
- Outlook

LANGUAGES KNOWN

- English, Hindi & Malayalam

PERSONAL INFO.

- Date of Birth: 24th April 1996
- Sex and Marital Status: Male, Single
- Nationality: Indian
- Visa Status: Visit Visa

STRENGTH

I have a well-organized work habit, willingness to work hard without any sluggishness, willingness to learn and ability to work under pressure.

Yours Sincerely,

MUHAMMED ARSHID KP