



PERSONAL

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- muhasinkvj@gmail.com
- Kunnilavalappil (H)
Pudupally (po) mappuram
Kerala-676102
- 12-04-2002

TECHNICAL SKILLS

- Ms office
- Ms PowerPoint
- Ms word
- Ms excel

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI
- ARABIC

MUHASIN KV

ACCOUNTANT & ADMINISTRATION

PROFILE

Detail-oriented and results-driven individual with a strong educational background in accounting, seeking an entry-level position as an Accountant. A quick learner with excellent analytical and problem-solving skills, eager to apply theoretical knowledge gained through academic coursework in a practical work environment. Seeking an opportunity to contribute to a dynamic organization, enhance skills, and grow within the accounting profession

WORK EXPERIENCE

- Sree sankaracharya institution.**
Accounting&administration
2023/24
 - Maintain accurate and up-to-date financial records.
 - Reconcile bank statements, accounts payable, and accounts receivable.
 - Coordinate and organize office procedures.
 - Assist in the recruitment process.
 - Schedule meetings, appointments, and events.
- KVS Hardwares**
Account's&sales
2022/23
 - Accounts payable & receivable
 - Performing day today transactions
 - Inventory management
 - Preparing bills & invoices
 - Engage with potential customers to promote and sell products or services.

EDUCATION

M. Com Ignou university 06/2022 Pursuing	National
B. Com (computer application) Calicut university 2022	Kerala India
Grade 12(commence) GHSS paravanna 2019	Kerala India
Grade 10 GHSS purathur 2017	Kerala India

INTERESTS

- Reading
- writing
- Music
- Travelling
- sports
- Fitness

REFERENCES

- Reference are available upon requests

ACCOUNTING SKILLS

- SAP
- TALLY PRIME
- QUICKBOOKS
- MS OFFICE
- PEACHTREE
- MYOB
- BUSY

STRENGTHS

- Excellent Typing Skill in English
- Experience in Computer and familiar with internet
- Pleasant personality and leadership quality
- Analytical Skill
- Problem Identification and resolution
- leadership
- Time management
- Hardwork
- fast learner
- general management and communication skill

ACCOMPLISHMENTS

- Overcoming team or business challenge
- Resolving problems
- Smashing deadlines
- Publish financial statements in time
- Generating the company's financial reports using income and expenditure data

PASSPORT DETAILS

- Passport No: Y3525961
- Date of Issue: 10/06/2024
- Date of Expiry : 09/06/2034
- Place of Issue: Kozhikode

DECLARATION

- I hereby declare that all the above details are true, complete and correct to the best of my knowledge.

MUHASIN. KV