



# CURRICULUM VITAE

## **CAREER OBJECTIVE**

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills and talents with my present desire for knowledge and experience.

## **PROFESSIONAL FIELDS**

### **ACCOUNTANT**

## **QUALIFICATIONS**

Qualification	Board/University	Year	
BCOM	CALICUT UNIVERSITY, KERALA, INDIA	2013	
HIGHER SECONDARY	SSMHSS HIGHER SECONDARY SCHOOL THEYYALINGHAL MALAPPURAM, KERALA	2010	
SSLC	SSMHSS HIGHER SECONDARY SCHOOL THEYYALINGHAL MALAPPURAM, KERALA	2007	

## **MOHAMED VASIF.P**

**KERALA, INDIA**

**Mobile : +974-30381714**

**Email : vasif.vpm@gmail.com**

**Having Valid Qatar Driving License**

## **PERSONAL PROFILE**

FULL NAME : MOHAMED VASIF.P  
DATE OF BIRTH : 04/07/1992  
FATHER NAME : KUNHIKOYA  
MARITAL STATUS : MARRIED  
GENDER : MALE  
VISA STATUS : TRANSFERABLE  
NATIONALITY : INDIAN  
RELIGION : MUSLIM

## **LANGUAGES :**

ENGLISH,HINDI,MALAYALAM,TAMIL

## **PRESENT ADDRESS**

BIN MAHMOUD  
DOHA, QATAR  
**MOB:+974 30381714,**

## **ADDRESS (PERMANENT)**

PANAYATHIL (HOUSE)  
VELLIYAMPURAM P.O ,THEYYALA  
MALAPPURAM  
PIN : 676320

## **COMPUTER / SOFTWARE PROFICIENCY**

- TALLY ERP, SAP ERP ,QUICKBOOK
- MS Office such as MS-Word, MS-Excel.

## **SKILLS**

- Excellent Communication skills.
- Self-motivated and capable of initiating new ideas and self-learning.
- Sincere approach in duties and responsibilities.
- Ability to work under pressure.
- Set high standards, precise schedule-oriented.
- Willingness to use new technologies to the desired standard

## **PERSONAL STATEMENT**

- I have more than 2 Year experience in QATAR

## **WORKING EXPERIENCE**

<b>Organization</b>	<b>RESGROW TRADING AND WOODEN KITCHEN W.L.L</b>
Position	<b>ASSISTANT ACCOUNTANT</b>
Duration	MARCH 2023 to Present

- POSTING DAY TO DAY TRANSATION
- UPDATING PURCHASE AND SALES INVOICE
- HANDLING PETTY CASH
- MANAGING PAYROOLL
- BANK RECONCILIATION
- HANDLING ADJIUSTMENT ENTRIES
- UPDATE ACCOUNTS RECEVIABLES
- UPDATES ACCOUNTS PAYABLES

<b>Organization</b>	<b>STAC SOUTH SEA AND CONTRACTING (DOHA QATAR)</b>
Position	<b>ASSISTANT ACCONTANT</b>
Duration	FEB 2022- December 2022
Reason for leaving	Project completion

- PREPARE SALES INVOICE & THE UPKEEP OF AN ACCURATE ACCOUNTS FILLING SYSTEM
- UPDATING ACCOUNTS PAYABLES STOCK RECONCILIATION
- PETTY CASH MANAGEMENT
- MAINTAINS BALANCE SHEET AND SUB-LEDGER
- MAINTAIN COMPANY LEDGER AND DAILY FINANCIAL TRANSATION
- BANK RECONCILITION
- CHECKING OF SALES, PURCHASE AND OTHER ENTRIES ENTERED BY SUB-ORDINATES
- HELPING MANAGERS IN GENERAL ADMINISTRATION OF THE COMPANY

<b>Organization</b>	<b>STRONG LIGHTS AND SOUND TRADING kerala</b>
Position	<b>DATA ENTRY</b>
DURATION	January 2017- MARCH 2018
Reason for leaving	BETTER JOB

- UPDATING MS EXCEL SHEET
- IMAGE EXTRACTION
- DOCUMENT MANAGEMENT SERVICES
- LEGAL DATA ENTRY
- TRANSFERING HARD COPY INFORMATION TO SOFTWARE
- VIRTUAL ASSISTANCE

**DECLARATION:**

- I hereby solemnly declare that the particulars furnished above are complete and true to the best of my knowledge and belief.

**MOHAMED VASIF.P**

Bin Mahmoud

Doha, Qatar.

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Mobile No: +974-30381714

To,  
The HR Manager,

**SUBJECT: APPLICATION FOR THE POST OF ASSISTANT ACCOUNTANT**

Respected Sir,

I wish to offer my candidature for the post of **ASSISTANT ACCOUNTANT** with a will to serve the organization in true spirits. I hereby give you a detailed outline of my educational, technical qualifications and experience which may suit to the post offered.

I have more than 2 years of experience in the field and it has enriched my confidence immensely to carry out similar jobs entrusted on me.

Now with an ambitions aim to serve, do better and contribute better than ever before, I offer my sincere and dedicated service to the eminent organization to which I forward my application. If I get a chance I will discharge my duties to the almost satisfaction of my superior.

I am currently working in Qatar on a **transferable work visa** and will be available for an interview at your convenience.

Yours faithfully,

**MOHAMED VASIF.P**