



MUHAMMED SABINSHA KAKKICHI

Accountant

To seek a responsible position where I can utilize my education and experience while contributing to the benefits of the organization. Currently residing in Qatar and holding a transferable visa with NOC available, seeking to leverage my skills in a dynamic and growth-oriented organization.

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Doha , Qatar

EDUCATION

Bachelor of Commerce, B Com

Barathiyar University

07/2019 - 06/2022

Higher Secondary

Wadihuda Group of Institution

06/2017 - 05/2019

SKILLS

Software Proficiency:

- Tally ERP9 .
- Tally Prime
- MS Office Suite (Advanced Excel, Word, PowerPoint, Outlook)

Core Competencies:

- Time Management
- Document Control & Record Keeping
- Accounts Payable & Receivable Management
- Multitasking · Proficiency in MS Office Suite (Excel, Word, PowerPoint, Outlook)

LANGUAGE

- English (Fluent)
- Hindi (Limited working proficiency)
- Malayalam (Native)

EXPERIENCE

Ahmed Import & Export Services Co.

Doha , Qatar

Assistant Accountant

02/2025 -Present

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing purchase orders
- Managing payroll
- Completing financial reports on a regular basis and providing information to the finance team
- Assisting with budgets
- Completing bank reconciliations
- Entering financial information into appropriate software programs
- Managing company ledgers
- Processing business expenses

Al Hemaya Insurance Brokerage W.L.L

Doha , Qatar

Assistant Accountant

01/2024 - 01/2025

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting project

QI Consultant

Doha , Qatar

Accountant

12/2022 - 12/2023,

- Prepares payments by verifying documentation. .
- Verifying employees time reports, update, compute and maintain up-to-date leave accruals and processing monthly payroll to ensure timely and accurate payment for althea employees through WPS.
- Assist senior accountant for Entering financial transactions into internal databases and Reconcile invoices and identify discrepancies .Manage and maintaining all daily financial activates and review monthly inventory check and making reports of moving and non moving goods Review and file payroll document and check spreadsheets for accuracy and document records keeping

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibilities for the correctness of the above mentioned particulars