MUHAMMED THEMJEED ALI

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# EXPERIENCE

Accounts assistant 06/2023 - 09/2024

Studio Onyx Kerala

* Bookkeeping and maintenance of financial records
* Reviewed GST compliance by verifying whether GST has been filed for all transactions
* Followed up with suppliers and internal departments to ensure timely GST filing for unified bills
* Preparation of monthly income statements and cash flow statements
* Supported accounts payable and receivable functions by processing invoices and payments
* Coordinated with suppliers to resolve discrepancies in billing and payments
* Assisted in maintaining financial records, ensuring proper documentation for audits and tax filing
* Reduced operational costs by 15% through effective management of accounts payable.

# EDUCATION

Public Examination (X) 2019

## Board of Public Examination (Kerala) Kerala

Board of Higher Secondary Examination 2021

## Higher Secondary Examination (XII) Kerala

Bachelor of Commerce (B. Com) 01/2021 - 01/2024

## Sri Krishna Adithya College of Arts and Science Tamil Nadu

Digital Marketing 01/2022 - 12/2022

## Sri Krishna Adithya College of Arts and Science Tamil Nadu

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SUMMARY

B.com graduate, have specific knowledge in computerized financial accounting, holding certificate in ERP Tally, equipped with practical experience gained through accounting internship.

Seeking a position as an entry-level accountant where extensive experience will be further developed and utilized.

TRAINING / COURSES

Cybersecurity Fundamentals

Naan Mudhalvan in partnership with Microsoft

Microsoft O ce 365 Advance Level

Naan Mudhalvan in partnership with Microsoft

Tally Essential Level 2

Tally Education Pvt. Ltd

LANGUAGES

English Proficient

Arabic

Beginner

Hindi

Advanced

SKILLS

Accounts Payable Bookkeeping Cybersecurity ERP GST

MICROSOFT OFFICE OFFICE 365 Tally

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