



MUHAMMED NIHAD MT

Accountant

Personal Details

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- **Address :-**
MELETHEKKEDETH (HO),
KIZHUPARAMBA (PO),
AREEKODE(VIA),MALAPPURAM (DIC),
PIN:673639

Soft Skill

- Time Management
- Negotiation Skills
- Analytical Skills
- Communication Skills
- Attention to Detail
- Integrity and Ethics
- Resilience
- Continuous Learning
- Cultural Sensitivity

Software & technical Skill

- Tally prime and ERP 9
- ZohoBooks
- GCC VAT
- Corporate Tax & Complaisance
- MicrosoftOffice
- GST Filing
- Payroll Management

Language

- English (Speak, Read, Write)
- Malayalam (Speak, Read, Write)
- Hindi (Speak,Write,Read)
- Arabic (Read,Write)
- Tamil (Speak)

About Me

Detail-oriented accounting professional with 2.5 years of experience in accounting and taxation. Holds a Diploma in Accounting and Taxation along with a background in Draughtsman Civil Engineering. Proficient in Tally Prime, Zoho Books, and Excel for bookkeeping, financial reporting, tax compliance, and reconciliations. Skilled in managing accounts, preparing financial statements, and ensuring accurate tax filings. Seeking to leverage expertise in accounting and software proficiency to contribute effectively to a dynamic organization.

Educational Qualification

◆ 2025

Diploma in Certified Professional Computerised Accounting

Council For Technical Development Continuing Academic Educational and Scientific Studies (CTDS)

◆ 2020

Diploma - Automobile Engineering

◆ 2018

Higher Secondary Education

Kerala State Syllabus

◆ 2016

High School Education

Kerala State Syllabus

Experience

Nov 2024- Mar 2025

Golden Wings, School of Accounts & Tax

(Internship)

- Assisted in the preparation and analysis of financial statements, including balance sheets, income statements, and cash flow statements.
- Participated in the preparation of tax returns for individuals and businesses, including the calculation of deductions and credits.
- Assisted with accounts payable and receivable processes, including invoice processing and payment tracking.

Nov 2022 - Oct 2024

ENVIRA PACKAGED DRINKING WATER

Accountant

- Managed day-to-day accounting operations, including bookkeeping, ledger maintenance, and bank reconciliations.
- Prepared financial statements, tax filings, and compliance reports.
- Processed invoices, payments, and payroll transactions accurately.
- Ensured timely tax submissions and maintained proper documentation.
- Utilized Tally Prime, Zoho Books, and Excel for financial reporting and data analysis.
- Assisted in budget preparation, expense tracking, and audit processes.