



MUHSIN SHAJI

JUNIOR ACCOUNTANT

Highly motivated Junior Accountant with hands-on experience in bookkeeping, financial record maintenance, and account reconciliation. Skilled in managing accounts payable and receivable, preparing accurate invoices, and supporting month-end and year-end financial closings. Proficient in accounting software and MS Excel for data analysis, ensuring precision and compliance with accounting standards. Strong analytical and organizational abilities with a commitment to enhancing financial operations and supporting the finance team in achieving organizational goals.

CONTACT



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Dubai, U.A.E

EDUCATION

NEBOSH IGC Occupational Health & safety	Pursuing
Diploma In Foreign Accounting Edu Professional Academy, India	2024
Bachelor Of commerce Degree Glocal University, India	2022
Plus Two Higher Secondary Board, India	2019
SSLC Kerala, India	2017

TECHNICAL SKILLS

- MS Word
- MS Excel
- MS PowerPoint

KEY SKILLS

Accounts Receivable	Tax Compliance	Audit Support
Financial Reporting	Budget Tracking	Accounting Software
Ledger Management	Expense Management	Data Analysis
Reconciliation	PayRoll Processing	Financial Statements

WORK EXPERIENCE

- | | |
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| May 2024-
Nov 2025 | Junior Accountant
Udaya Samudra Leisure beach Hotel, Kerala, India |
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- Maintain accurate financial records by recording daily transactions, ensuring proper bookkeeping, and verifying the accuracy of entries to support organizational financial integrity.
 - Manage accounts payable and accounts receivable, ensuring timely processing of invoices, payments, and collections while monitoring outstanding balances.
 - Assist in the preparation of monthly, quarterly, and annual financial statements, supporting senior accountants in reporting and compliance with accounting standards.
 - Reconcile bank statements, ledgers, and inter-company accounts to identify discrepancies and implement corrective measures for accurate financial reporting.
 - Support budget preparation and expense tracking by analyzing departmental expenditures, identifying cost-saving opportunities, and ensuring adherence to allocated budgets.
 - Process payroll, maintain employee financial records, and ensure accurate computation of salaries, deductions, and statutory contributions in compliance with regulations.
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| Aug2022-
Mar2024 | Cashier
Albaik feasto express kollam, india |
|-----------------------------------|---|
- Handle cash, credit, and digital transactions accurately while ensuring correct billing, proper change handling, and compliance with company cash-handling policies.
 - Operate point-of-sale (POS) systems efficiently to process sales, returns, refunds, and exchanges while maintaining transaction accuracy.

LANGUAGES

- English
- Hindi
- Malayalam

- Balance cash drawers at the beginning and end of shifts, identify discrepancies, and report variances promptly to management.
- Provide excellent customer service by greeting customers courteously, resolving billing inquiries, and addressing complaints professionally.
- Maintain accurate transaction records and prepare daily sales reports to support accounting and inventory reconciliation.
- Ensure compliance with company policies, security procedures, and fraud-prevention measures during all cash-handling activities.

PERSONAL DETAILS

Nationality : Indian

D.O.B : 12-03-2001

Marital status : Single

Visa Status : Visit Visa

Visit Visa Expiry : 25-02-2026