

MOHAMMED SHAFEEQUE MUTTATHIL

Kerala, India | shafeequmohammed@gmail.com | +91 79940 27710

PROFESSIONAL SUMMARY

Detail-oriented Junior Accountant with a Bachelor's in Business Administration and hands-on accounting experience, including a 6-month internship. Skilled in financial reporting, bookkeeping, reconciliations, and using accounting software for accurate transaction management. Strong grasp of business and financial principles with proven problem-solving and adaptability. Also experienced in digital marketing as a freelancer, adding a unique perspective to both financial and promotional aspects of business.

WORK EXPERIENCE

Digital Marketing Executive

Freelance | November 2023 – 2025

- Maintained social media for clients.
- Create organic contents to build brands.
- Researched and developed content ideas that resonated with target audiences.
- Maintain social media accounts like Instagram, Facebook, LinkedIn, X, and TikTok.

Junior Accountant (Intern)

Eazzy Holiday Travel LLP | July, 2023 – December 2023

- Handled data entry and verified financial information.
- Supported senior accountants with audits and documentation compliance.
- Processed invoices, prepared vouchers, and managed petty cash transactions.
- Assisted in preparing monthly financial reports and balance sheet reconciliations.
- Maintained accurate financial records and assisted with day-to-day accounting tasks.

SKILLS

- Budgeting, Forecasting and Financial Reporting.
- Content Strategy, Platform Mastery and Paid Ads.
- Microsoft Office, Canva, and Google Analytics.
- Communication, Adaptability, and Reliability.

EDUCATION

University Of Calicut

Bachelor Of Business Administration | April 2023

Gained in-depth knowledge of accounting, finance, marketing, and operations. Acquired strong analytical and decision-making skills through practical coursework and business simulations. Developed a solid understanding of financial reporting and accounting processes.

CERTIFICATE

- Google Analytics
- HubSpot

Additional Information: Transferable iqama

Language: English, Hindi, Malayalam