



## CONTACT DETAILS

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ABUDHABI , UNITED ARAB EMIRATES

## VITALS

- Teamwork & Work Ethic
- Communication & Leadership
- Organization skills
- Detail Oriented
- Hard-working

## COMPUTER PROFICIENCY

- MS Office Packages
- ZOHO,Tally & SAP
- Aduvanded Operation
- Internet & E - Mail

## AREA OF EXPERTISE

- In-depth knowledge of variuos Corporate and Allied Laws
- In depth knowledge in VAT, Corporate Tax, Excise and Customs

## LANGUAGE

- ENGLISH
- HINDI
- ARABIC
- MALAYALAM

# MUHAMMED SHAMIL K

Cost And Management Accountant Inter ( CMA)

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organisation through self - improvement by exelling in all responsibilities with sincere hard work, dedication & commitment . to work towards the development of the organisation & grow with it .

## EXPERIENCE

### ACCOUNT OFFICER

#### ➤ GRAND FALCON REAL ESTATE MANAGEMENT LLC MAR 2022 - PRESENT. ( ABU DHABI , UAE )

Key responsibilities:-

- Handle all accounts payable and receivable on a daily basis to make sure each invoices and expense report is accurate
- Look at recent financial performance and identify trends
- Prepare and present timely monthly financial reports
- Conduct reviews and evaluations for cost-reduction opportunities
- Managed cash accounts and processed bank statements.
- Processed month end closing for all properties.
- Ensured all expenses, receipts, distributions, funding requests, and other accounting transactions for the period are accurately completed
- Preparation and presentation of financial statement.
- VAT filing and Returns

### AUDIT ASSISTANT

#### ➤ SHAMEEM RIYAS AND ASSOCIATES CHARTERED ACCOUNTANTS JAN 2021 - DEC 2021 (KERALA,INDIA)

Key responsibilities:-

- Filing of income tax returns.
- Filing of GST returns & TDS returns.
- Cost management and control.
- Preparation of books of accounts
- Reconciliation of various accounts

### ACCOUNTANT

#### ➤ PK MOTORS ELECTRIC SCOOTERS JUN 2019 - MAY 2020 (KERALA,INDIA)

Key responsibilities:-

- Filing of income tax returns.
- Filing of GST returns & TDS returns.
- Cost management and control.
- Preparation of books of accounts
- Reconciliation of various accounts

## EDUCATION

- **COST AND MANAGEMENT ACCOUNTING INTER (CMA)-2021**  
THE INSTITUTE OF COST MANAGEMENT ACCOUNTANTS OF INDIA (ICAI)
- **BCOM AF :BACHELOR OF COMMERCE IN ACCOUNTING AND FINANCE PURSUING**  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY