



Muhammed K

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✉ cmamuhammedk@gmail.com

PRESENT ADDRESS

Al Muteena

Deira, Dubai

PERSONAL DETAILS

Date Of Birth : 29th July 1995

Nationality : Indian

Marital Status : Single

Gender : Male

Visa Status : Employment

LANGUAGES KNOWN

English

(Professional Proficiency)

Malayalam (Native)

Hindi

(Working Proficiency)

RESUME

CAREER OBJECTIVE

Work for an organisation which provides me the opportunity to utilize and improve my skills and knowledge along with the objectives of the organisation.

PROFESSIONAL EDUCATION & QUALIFICATIONS

- INSTITUTE OF COST ACCOUNTANTS OF INDIA
CMA (ICWAI)
2019
- KANNUR UNIVERSITY
B. Com with Computer Applications
2016
- KERALA STATE BOARD
Plus Two (Commerce)
2013
- KERALA STATE BOARD
SSLC
2011

TECHNICAL SKILLS

- SAGE ACCOUNTING
- ZOHO BOOKS
- QUICK BOOKS
- TALLY
- WAVE
- MS OFFICE

PERSONAL SKILLS

- Strong analytical and problem-solving skills.
- Sound knowledge of handling accounting system.
- Positive attitude.
- Good communication and presentation skills.
- Quick learner.
- Ability to motive others.

ORGANIZATIONAL EXPERIENCE

1. Outputs Taxation LLC, Dubai, UAE

Accounts Executive

September 2020 - Present

2. Near East Inc., Kannur, Kerala

Accountant

January 2018 - January 2020

3. Aswath Associates, Kannur, Kerala

Audit Assistant

September 2017 - December 2017

KEY AREAS OF EXPERIENCE:

- Preparing and posting journals.
- Preparing monthly, quarterly and annual accounts.
- Manage balance sheets and profit/loss statements.
- Keeping account books and system up to date.
- Review of Bank statement and preparation of reconciliation.
- Preparation of Daily Sales Report.
- Computation of Days Sales Outstanding.
- Cash application and writing off of receipts.
- Confirmation of Debtors' balance with the respective customers and preparing the customers reconciliation statement.
- Analyzing and reviewing AR related accounts
- Blocking and unblocking of credit customers from further sales based on the credit limit.
- Creation of vendor liability and making the payment.
- Confirmation of Creditors' balance with the respective vendors and preparing the vendor reconciliation statement.
- Debit note and credit note accounting and clearing.
- Accounting for depreciation on fixed assets.
- Capitalization, Write off and Transfer of Fixed Assets.
- Analyzing and Reviewing of Asset related GL's
- Processing of staff payments.
- Computation of cost per labor hour.
- Computation of VAT and prepare VAT returns.
- Registration of Good and Service Tax.
- Computation of GST and prepare GST returns.
- Meeting and interviewing clients.
- Communicate with Manager on work status and client issues that arise.

REFERENCE

Shabeer

Accounts Officer

Outputs Taxation

Ph: +971 506029928

Ashraf CK

Manager

Near East Inc.

Ph: +91 9496901086

DECLARATION

I hereby certify that all the information provided above is true to the best of my knowledge and belief.

MUHAMMED K