

MOHAMMED ZIYAD KUNNAPPALI

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Al-Satwa Dubai, UAE

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POSITION APPLIED: Accountant

CAREER OBJECTIVE

Obtain a suitable position in **Accounting** with a reputable company to achieve professional growth, where I can apply my skills and experience.

WORK EXPERIENCE

Accountant and Audit assistant

ZR ASSOCIATES, Perinthalmanna- Kerala (Email- reach4zr@gmail.com)

March 2020 – August 2021

JOB PROFILE

- Prepare and maintain statutory books of accounts i.e. journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
- Maintain Books of Accounts, such as Debtors, Creditors, Payroll and PDC Entry.
- Review revenue, expense, assets, liabilities, payroll entries, invoices, and other accounting documents.
- Preparation of Payment vouchers, Cheques and Bank Transfer Letters.
- Responsible for preparing Bank Reconciliation Statements on a monthly basis.
- Preparation and submission of overdue Ageing Analysis Report to Finance Manager for internal review with business.
- Inventory Control including Valuation and Physical Verification.
- Prepare Trial Balance, financial statements (Balance sheet, Income statement and Cash-flow statement).
- Complete Payroll functions in order to ensure that staffs are paid in an accurate and timely manner.
- Ensure proper funds are available to run the operation, including proper cash flow management.
- Supervise & coordinate Petty Cash activities for the company.
- Coordinate with external auditors during yearend audit.
- Render assistance to management and departments with correct financial data, management policies, systems as well as processes.
- Liaison with management for monitoring any contingencies which need to be reserved.

WORK EXPERIENCE

Managed Network Expert (Tutor)

Chegg India Pvt. Ltd, India

Sep 2020 – Aug 2021

DUTIES & RESPONSIBILITIES

- Teaching and providing Guidance to students on accounting concepts such as IFRS and IAS.
- Providing Guidance to students on Audit related Matters.
- Providing Guidance to students on Cost accounting Concepts.

EDUCATIONAL ATTAINMENT

- **ACCA Diploma in Accounting and Business (RQF Level 4)**
- **BACHELOR OF COMMERCE**

EXTRA SKILLS

- Accounting Package (Tally Accounting Package)
- Sheracc
- Planning and organizing
- Communication skills
- Problem analysis and resolution
- Judgment
- Decision-making
- Attention to detail
- Team player
- Great Customer Service Skills and excellent knowledge of Microsoft office

PERSONAL REFERENCE

Date of Birth	:	22 April 1999
Nationality	:	Indian
Civil Status	:	Single
Gender	:	Male
Passport No	:	T7879662
Visa Status	:	Tourist Visa

LANGUAGE

- **English, Malayalam, Tamil**

DECLARATION

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

Applicant