|  |  |
| --- | --- |
| C:\Users\Halvachan\Desktop\Musthaq Kolikkal- (1).jpgMUHAMMAD MUHAMMAD.360749@2freemail.com **About Me**Date of birth**:**September 11, 1991Languages:English, Malayalam, Hindi, Tamil, Arabic.Nationality:Indian.Visa Expiry Date:22/06/2017Marital Status:SingleVisa type:Visit visaACADEMIC AND PROFESSIONAL QUALIFICATION **1.MBA-**specilized in Financial management(Bharathiar university 2014-2016)**2. M.com-**specialized in Accounting and taxation(Pondicherry university 2012-2014)**3.B.com-** Specialized in computer application(Calicut university 2009-2012) | CAREER OBJECTIVETo acquire a demanding Accounts position in an organization where I can utilize my skills and work with efficiency, effectiveness and team effort to contribute to the success of the organization by making valuable inputs through constant learning.PROFESSIONAL SUMMARY* Qualified master of commerce from Pondicherry university in India and
* Qualified master of business administration from bharathiar university
* Work experience in accounts from Thai group of companies .
* Work experience in management from SML finance
* Have excellent skill in accounting and can handle up to finalization.
* Well versed in Computerized accounting environment like MS Office with advanced spread sheet skills and Tally and Peachtree.

PROFESSIONAL EXPERIENCE**Employer** :**Thai Group Of Companies****Designation** : Branch Head**Period of Employment:** June 2014- June 2016**Roles and responsibilities:*** Administer the preparation, distribution and reporting for payroll as per the guidelines prescribed by department of finance.
* Updating accounts right from journal entry to finalization of accounts and preparation of financial statement
* Initiate salary remittance to banks as well as the issuance of pay checks to company employees on monthly basis.
* Maintain all payroll general ledger accounts and personnel budgetary balance for all company accounts in Tally.
* Calculate wages, overtime, and deductions to ensure compliance with the company guidelines/procedures.
* Prepared bank reconciliation statements and value added tax statements
* Practicing accounting activities up to finalization of accounts

**Employer** :**SML Finance Private Limited****Designation** : Assistant Branch Manager**Period of Employment:** June 2016- feb 2017* Preparation of various accounting reports like ageing analysis of receivables and payable, income and expenditure statement
* Preparation and filing of Vat Returns, Service Tax returns,TDS
* Prepared daily and monthly reports (MIS) and send to head of the departments
* Handling/Responding to client across various geographies

TECHNICAL SKILLS* Operating system: Windows,MS DOS
* Languages : MS office (Word, Excel, Power point...)
* ERP : TALLY,PEACHTREE

PERSONAL STRENGTHS* Strong Interpersonal and Analytical Skills
* Ability to Take Initiatives and ‘Can Do’ attitude.
* Adapt to Changes easily and Learn new things to give Value Add.
* Ability to work with team and individually with minimum supervision

**DECLARATION**I hereby certify that the details furnished above are true and accurate to the best of my knowledge |