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| C:\Users\Halvachan\Desktop\Musthaq Kolikkal- (1).jpgMUHAMMAD  [MUHAMMAD.360749@2freemail.com](mailto:MUHAMMAD.360749@2freemail.com)  **About Me**  Date of birth**:**  September 11, 1991  Languages:  English, Malayalam, Hindi, Tamil, Arabic.  Nationality:  Indian.  Visa Expiry Date:  22/06/2017  Marital Status:  Single  Visa type:  Visit visa ACADEMIC 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 OBJECTIVE  To 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 |