 **CV OF ACCOUNTANT**

**MUHAMMED**

[**MUHAMMED.361843@2freemail.com**](mailto:MUHAMMED.361843@2freemail.com)

### Profile Summary

* 2 years of experience as an Accountant in Iqraa International Hospital & Research center Calicut, Kerala India
* A Master Graduate (MBA) with versatile knowledge of Finance, Accounting and Accounting Software

### Carrier Objectives

To combine my skills, education and experience in a responsible and challenging position with a professional organization offering continuous growth and advancement opportunities.

### Professional Experience

**IQRAA INTERNATIONAN HOSPITAL&RESERCH CENTER**

**Job title: Accountant**

Duration: From March 2015 to March 2017

**Job Descriptions:**

* Support to the Auditing department for the finalization of accounts and preparation of financial statement
* Petty cash management
* Oversee the Companies Accounts Receivables and Accounts Payables
* Follow up with Customer accounts that are due to resolve delinquencies to ensure prompt payment.
* Directly call customers for follow up whenever necessary and ensure collection targets are met.
* Reconciliation of Bank Accounts and various ledger Accounts, Preparation of Payroll.
* Ensure smooth functioning of the team in respect of financial aspects and manage the daily duties and responsibilities.
* Revenue & Accrual Posting entries such as creation of provision for bad debts, depreciation etc.
* Handles office cash and prepares the reimbursement vouchers for the approval of the same.
* Enforce Companies Credit Policies.
* Processing of Insurance Invoices and Payments strictly adhering to company policies
* Prepares and maintains all receipts and payment vouchers maintain related files, record receipts and expenditures
* TDS calculation management return filing with income tax department with its respective time schedule
* Representation for the company with the sales tax department in fulfillment of all the rules such as K-VAT, CST etc… including return filing submission of accounts etc.

### Educational Credentials

**Highest University Degree :** **Master of Business Administration (MBA)**

(pursuing) **(Financial Management)**

University of Bharathiar, India

**Second University Degree :** **Bachelor of commerce (B.Com)**

University of Calicut, India

(2009-2014)

**Highest Post Graduate Diploma : CPIFA**

**(Certified Professional in Indian and Foreign Accounting)**

(2015)

**12th**  **: Plus Two - Commerce**

Kerala General Education Board

(2007-2009)

**10th : SSLC**

Kerala Board of Public Examination

(2007)

### Additional Qualification

* Accounts Management : MIS Reporting
* Inventory Management : Tally ERP 9.0
* Tax Management : M.S. Excel
* Payroll Management : Peachtree
* Microsoft Office Specialist : Office Excel

### Personal Profile

**Date of Birth** : 22/04/1992

**Sex**  : Male.

**Marital status** : Unmarried

**Religion** : Islam.

**Nationality** : Indian

**Driving License**  : Indian Driving License

**Languages Known** : Malayalam, English & Hindi

**REFERENCE**

Available upon request