**MUHAMMAD**

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| **I N T R O D U C T I O N** | |
|  | A hands-on, result oriented candidate with expertise in accounting, Finance, auditing and taxation, ready to work for a progressive organization in challenging working environment by contributing to the best of my abilities towards its growth and development. |
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| **PR O F ES S I O N A L E X P ER I E N C E** | |
| **Designation**  **Organization**  **Direct Report to**  **Period**  **Job Description**  **Designation**  **Organization**  **Direct Report to**  **Period**  **Job Description**  **n**  **Direct Report to**  **Job Description** | * **ACCOUNTANT ( Handling of Accounts up to Finalization)**      * **Spice county Resort Munnar** * **Managing Director/Directors** * **From July 2016 to April 2017** * Planning and implementing company policies & procedure in the Accounts departments. * Preparation annual financial statements including Balance Sheet, Profit & Loss Account and Cash Flow Statement along with necessary supporting workings. * Weekly Inventory management through physical stock taking and reconciliation with that of manual records and making adjustments wherever necessary. * Managing bank balances along with weekly bank reconciliation statement & other day to day correspondence / activities with bank officials. * Monitoring monthly sales and evaluating company’s performance and investment activities.. * Hiring, terminating and training of company personnel within Accounts division. * Conduct staff meeting * **AUDIT ASSISTANT** * **Syed-Al-Athba Auditing Qatar** * **Senior Auditor** * **2016 April to 2017 June** * Conduct various types of audits that summarize the organization’s financial position * Develop good relationships with clients, suppliers, agents and all third parties dealing with the company. * Preparation written argument and their pleading before appellate authorities |
| **Designation**  **Organization**  **Period**  **Job Description**     |  | | --- | | **Computer Expertise** |   **Personal Abilities**  **Languages known**  **Education**  **Seminar’s Attended** | * **ACCOUNTANT CUM AUDIT ASSISTANT** * **Mohan& Mohan Associates** * **Sep 2014 to March 2016** * Carry out statutory audits, tax audit, internal audit, stock audit and issues related to Company Law & Tax Law such as income tax, sale tax and service tax. * Confer with team on issues that might impact the audit opinion to uphold fairness and transparency. * Direct all financial accounting activities including timely preparation and submission of financial reports. * Filing of VAT return * Maintaining various companies accounts for the purpose of auditing * Provide services for Commercial Registration and Licensing * Complete general ledger Operation * Manage petty cash transaction   **Proficient user of:**   MS Excel   MS Word   MS Power Point   Used various house made software’s during article-ship.   Peachtree, Tally and Quick Book.   * Good communication skills. * Self-confident & motivated personality * Ability to share workload with colleagues. * English * Hindi * Malayalam * Arabic (Read & Write) * Master of Business Administration ( Bangalore University) 2014 * Bachelor of Commerce (Calicut University) 2012 * Seminar on „GE Health care „at IIM-Bangalore 2013 * Seminar on “manufacturing development and India’s growth” 2013 * Seminar on “ Education System in Kerala” 2009 |