**MUHAMMAD**

**MUHAMMAD.367541@2freemail.com**

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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
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| **Designation** **Organization** **Period****Job Description**

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| **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
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