

MUHSIN

**Audit and Accounts**

Muhsin.382283@2freemail.com



**Objective**

**Current Location** Dubai, UAE

**Personal Details**

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| --- | --- |
| Date of Birth | : 12-10-1991 |
| Sex | : Male |
| Maritel Status | : Single |
| Nationality | : Indian |
|  |  |

**Language Known**

* English
* Hindi
* Malayalam
* Thamil

**Passport Dtails**

|  |  |
| --- | --- |
|  |  |
| Date of Issu | : 20-05-2014 |
| Date of Expir | : 19-05-2024 |
|  |  |

**Visa Details**

Visa status : Visiting Visa

With an excellent professional record in Accounting and Auditing Section in India, working for a responsible position in a respectable firm, where I can escalate my knowledge and professional skills to effectively manage organizational needs in Accounting and Auditing Department.



**Work experience and Training**

**General Accountant 2017-2018**

***At Alhind Tours and Travels Pvt.ltd, India.***

* General Ledger Management- Month/year end closing.
* Preparation of MIS reports.
* Book keeping and Taxation.
* Handled Accounts Payable and Receivable departments.
* Liaising with auditors to ensure annual monitoring is carried out.
* Bank reconciliation and Petty cash handling.

**Article Assistant 2014-2016**

***At Joy Thomas Charterd Accountant ,India***

* Have experience in using accounting software’s extensively for accounting tasks.
* Internal audits and visited various branches of companies for audit.
* VAT,Income Tax

**Article Assistant 2013-2014**

***At P.R Narayanan Nair & Co,India****.*

* Audit and Finalization of Financial Statements.
* Outsourced for Finance and Accounts section of various companies
* Handled coordination between clients and the audit team for efficient audit.
* Filing return of Income & Tax Audit Reports for Individuals, NGO and Corporates.

**Education**

**CA Articleship 2013-2016**

*Joy Thomas Chartered Accountant 2014-2016*

*P.R Narayanan Nair and Co 2013-2014*

**B.Com Finance 2009-2012**

*Calicut University,India*

**Plus Two Commerce 2007-2009**

*Kerala Govt, Kerala*



**Duties and Responsibilities**

* Book Keeping
* Bank Reconcilation
* Voucher Entry
* VAT Calculation
* Vouching and Verification of all accounts
* Bank Auditing
* Interbranch Reconcilation
* Finalization of Accounts
* Assistant Auditor
* Administration and over all control of a branch
* Preparation of Cash flow statement



**Computer and Software**

* MS Office Packages (Excel,Word,Power Point etc..)
* Tally ERP.
* Winman,E-Traveller.

**Personality and Strength**

* Ability to work in a Fast –Paced Environment.
* An effective communicator with good analytical ,Negotiatiation & Coordianation Skills.
* Self –Motviated and Ability to take initiative.

**Declaration**

I hereby declare that above furnished details are true to the best of my knowledge.