Summary

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**MUHASIN**

Email: [muhasin.387810@2freemail.com](mailto:muhasin.387810@2freemail.com)

Skills

Financial Reporting

Taxation (VAT)

Problem Solving

Integrity

Business Acumen and Interest

Teamwork ability

Proficiency IT(Tally, Peachtree, QuickBooks, MS Office)

Communication and interpersonal skills

Language

English

Hindi

Arabic (Intermediate)

Malayalam

Accounting professional with over 5 years of experience. Detail-oriented, efficient and organized professional with extensive experience in **accounting** systems.

Relevant Experiences

**Manar Al Omran Scaffolding Rent & Trading, UAE**

**(May 2014-May 2018)**

**Accountant**

* Preparing Bank reconciliation statements.
* Maintaining journal ledgers and day-to-day entries.
* Interacting with auditors during finalization.
* Collection of debts and help the credit manager in reducing the overdue debts.
* Handling Petty cash.
* Handling disputed accounts and negotiating payments.
* Participate in a variety of customer service and clerical duties.
* Making monthly report such as sales, dues, inventory etc...
* Finalisation of sales executive incentives (sales commission).
* Preparation of final settlement of customers.
* Perform other duties as assigned.

**Tax Consultancy & Service. Kannur, Kerala-India**

**(July 2013 – January 2014)**

**Accountant and Tax associate**

* Updating & entering journals for sales & purchase transactions.
* Processing of sales invoice, expense, reconciliation of bank accounts, purchase invoice of parties.
* VAT reporting, VAT e-filing.
* Processing excellent numerical & data entry skills along with a comprehensive understanding of commercial. Administrative and accounting procedure.
* Assist in the training and coaching of junior members’ accounts staff.

Education

* Master of Commerce (M.Com) – From Annamalai University, India
* Bachelor of Commerce (B.com) – From Kannur University, India

Other Details

Date of Birth : 29th September 1991

Place of Birth : Kannur, Kerala

Sex : Male

Nationality : Indian

Marital status : Married

**MUHASIN**