



MOHAMMED AZEEL K.T.

Sr.Accountant

Male | 28th September, 1988 | United Arab Emirates, Dubai

Citizenship: India

Successful at keeping accounts current and accurate for compliant financial recordkeeping. Well-organized, diligent and focused professional. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

Contact

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Skills

Microsoft Office
Computer Networking
Operating Systems
Network Security
Office Management
Leadership Skills

Languages

English
Hindi
Tamil
Malayalam
Kannada

Professional Experience

Accountant

Citymart Electronics L.L.C

Nov 2018 - Jan 2023

- Making journal entries for all receipts, payments and other financial transactions.
- Day to day accounting activities and expense booking as per accounting policy of the business and accounting standards issued by statutory bodies.
- Communicating with suppliers for payments and related documents for recording.
- Communicating with clients for collections.
- Preparation and submission of Monthly and Quarterly VAT returns reports.
- Ensures appropriate accounting policies are applied and implemented.
- Supervises daily operations within the scope of accounts receivable and accounts payable.
- Oversees the deposit, and reconciliation of bank funds and accounts.
- Provides support services to other Departments.

Accountant

The Western India Plywood LTD.

Apr 2016 - Jan 2018

- Controlled and forecasted incomes and expenditures.
- Generated and compiled internal audits.
- Monitored company sales, spending and budgets.
- Prepared thorough reports, commentaries and financial statements.
- Prepared working papers, reports and supporting documentation for audit findings.
- Maintained up-to-date knowledge of tax codes, legislation and tax programs.
- Suggested key budgetary changes to increase company profits.
- Tracked funds, prepared deposits and reconciled accounts.
- Collected and reported monthly expense variances and explanations.

Marketing Executive

Ahalia Foundation Eye Hospital

Jul 2014 - Oct 2015

- contributing ideas to marketing campaigns
- conducting research and analysing data to identify and define audiences
- compiling, distributing and presenting ideas, information and strategies
- coordinating promotional activities, events and interviews
- managing production and performance of multimedia content
- writing and proofreading creative copy
- maintaining websites and tracking data analytics

updating databases and using a customer relationship management (CRM) system.

- monitoring budgets
- managing social media campaigns
- monitoring performance of marketing campaigns.



Tech Support Executive

Fino Pay Tech LTD

Feb 2014 - Jun 2014

- Consults with users to determine steps and procedures taken to identify and resolve the problem.
- Applies knowledge of computer software, hardware, and procedures to solve problems.
- Guides users through diagnostic and troubleshooting processes, which may include use of diagnostic tools and software and/or following verbal instructions.
- Collaborates with other staff to research and resolve problems.
- Collaborates with programmers to explain errors and/or recommend modifications in programs.
- Arranges service by software or hardware vendors to repair or replace defective products.
- Maintains knowledge of technology innovations and trends.
- Performs other related duties as assigned.

Educational History

Master's in Business Management with Banking and Finance

Bharathiar University

Apr 2016 - Jun 2018

Bachelor of Business Management with Computer Application

Bharathiar University Arts and Science College

May 2009 - Nov 2012