



MOHAMMED SUFIYAN NAUFAL

ACCOUNTANT

PROFILE

2 -Year Experience in a manufacturing industry
A/Receivable #A/Payable
Month-end #Year-end Closing
Bank Reconciliation
Inventory Management
Financial Reporting
Advance Excel # Tally Prime

CONTACT

Mobile: 054 390-7113(UAE)
Email: sufiyan9a@gmail.com
Current Location: Al Qusais, Dubai

Nationality: Indian
Visa Status: Working visa
Marital Status: Single
Address: Kannur,
Kerala, India

LANGUAGE KNOWN

English, Malayalam, Hindi

SOFTWARE SKILLS

- Tally Prime
- M.S Excel
- M.S Word

Dedicated Accountant With Two Years Of Professional Experience In Financial Management, Budgeting, And Financial Analysis. Proficient In Maintaining Accurate Financial Records, Preparing Reports, And Ensuring Compliance With Tax Regulations. Skilled In Utilising Accounting Software And Excel For Data Analysis. A Detail-oriented And Organized Professional Committed To Delivering Accurate Financial Insights To Support Sound Business Decisions.

WORK EXPERIENCE

SALES EXECUTIVE (01 Apr 2017 – 07 June 2020)

Seena crockery, Thalassery, Kerala, India

- Prospecting and acquiring new customers
- Negotiating and closing sales deals.
- Maintaining accurate sales records and reporting to management.
- Presenting and selling products or services.
- Adapting to changing market conditions and customer preferences.

BUSINESS DEVELOPMENT EXECUTIVE (01 FEB 2021 - 30 NOV 2021)

Capsgains Solutions, Kannur , Kerala, India

- Identifying and prospecting potential clients or traders interested in Forex trading.
- Advising clients on risk management strategies, including stop-loss orders and risk-reward analysis.
- Managing client accounts, monitoring trading activities, and addressing account-related issues.
- Analysing market conditions, currency pairs, and trends to provide clients with trading insights and recommendations.
- Gathering client feedback and conveying it to the company's management to improve services and offerings.

ACCOUNTANT (19 Mar 2022 - Present)

Abdul Aziz Alimuddin Factory LLC, Al Qusais, Dubai UAE

- Import and export procedures and document handling
- Preparing financial statements, reports, and budgets to provide insights into the company's financial health.
- Monitoring and categorising expenses, ensuring proper allocation of funds.
- Balancing company accounts with bank statements to identify discrepancies and ensure accuracy.
- Staying up-to-date with financial regulations and ensuring the company's financial practices are in compliance.
- Safeguarding financial records and ensuring their retention in compliance with legal requirements.

EDUCATION

BACHELOR'S DEGREE – FINANCE & ACCOUNTING (2017-2020)

INDIRA GANDHI INSTITUTE OF SCIENCE AND TECHNOLOGY , KERALA

SKILLS

- Excellent interpersonal and communication skills in a professional manner.
- Ability to excel in a fast paced customer focused environment
- Innovative thinking and problem-solving.