



MUHAMMED IRFAN M

- ❖ DUBAI, UAE
- ❖ irfanmuhammed903726@gmail.com
- ❖ +971 0564836937

Computer and Technical skills

- Tally prime
- Tally ERP.9
- MS Office Suite (Word, Excel, PowerPoint)

Personal Information

- Father's name: Hamza M
- Date of birth: 15th February 1999
- Sex : Male
- Nationality : Indian
- State : Kerala
- Religion : Islam
- Marital status : Single
- Passport No : U4088893
- Language : English, Hindi, Malayalam

Career Objectives

To sharpen the skills and proficiencies and develop a favorable advancement in this accounting professional sector to put an effective use of my analytical abilities and professional competence as to align self-development with organization development.

Employment history

❖ **ACCOUNTANT-GOODTECH ENTERPRISES** 26TH October 2021 - 31ST October 2023

GOODTECH ENTERPRISES is a leading private manufacturing company specialized in manufacturing of footwear uppers in India.

Key Areas of Experience:

- Finalized financial statements including balance sheet, trading and profit and loss account, and cash flow statements.
- Accounted for purchase, sales, payments and receipts in the tally prime ERP system after ensuring all necessary documents are attached.
- Monitored general accounts like accounts payables, accounts receivables, bank, prepaid and prepared reconciliation to resolving accounting discrepancies.
- Recording and reviewing of sales return and purchase return on the basis of documents received from clients.
- Reconciliation of accounts receivable, accounts payable, petty cash and bank account.
- Performed the review of inventory position, movement analysis and annual physical stock taking.
- Conducted regular reviews and audits of financial records to identifying and resolving discrepancies.
- Coordinated and provided assistance to ensure the timely completion of external audit.

❖ **ACCOUNTANT- UNIVERSAL TRADESRS** 13th September 2020 – 23rd October 2021

UNIVERSAL TRADERS is authorized dealers of automobile parts in Kerala, India.

Key Areas of Experience:

- Finalization of accounts including balance sheet , trading and profit and loss account , and cash flow statements.
- Day to day monitoring of general accounts and resolving accounting discrepancies and irregularities.
- Record and process of purchase and sales invoices of clients.
- Accounting of receipt and payment of cash on regular basis.
- Oversaw accounts receivables, accounts payables, general ledger and bank reconciliation ensuring accurate and up-to-date financial records.
- Calculating employee's incentives to assist HR team during salary process.

PROFESSIONAL SKILL

- Finalization of accounts and taxation.
- Experienced in accounts, Tax management and working capital management
- A good team player and can adjust to any situation.
- Knowledge in income tax, service tax, and GST.
- Good communication and Presentation
- Preparation of projected and provisional financial statement.
- Analyzing revenue and expenditure of a business
- Expertise in reconciliation of receivable and payable with their respective statement.
- Strong Analytical & Problem- Solving skill
- Resolving accounting discrepancies.
- Hardworking, self-motivated, and dedicated.
- Expertized in tally prime and tally ERP9.

❖ FINANCE ACCOCIATE – CORPRATE CONSULTIG GROUP

25th April 2019 – 28th October 2019

CORPORATE CONSULTING GROUP is a financial and tax consulting firm. During this tenure I have gained Experience in preparation of final accounts of various industries and in Taxation.

Key Areas of Experience:

- Assisting financial statement reporting and taxation.
- Process all journal entries and manage all general ledgers.
- Bank and cash management.
- Bank reconciliation and book closing.
- Preparing receipts, payments, credit note and debit note.
- Preparing cash and fund flow statements.
- Preparation of year ending schedules and assists auditing.

Academic qualification

✚ CERTIFIED MANAGEMENT ACCOUNTANT (CMA USA) | Pursuing

Course completed and waiting for exam

✚ MASTER OF COMMERCE | 2021

Annamalai University

✚ BACHELOR OF COMMERCE | 2019

University of Calicut

✚ PLUS TWO | 2016

Kerala Board of Higher Secondary Examination

✚ SSLC | 2014

Kerala Board of Public Examination

Declaration

I hereby declare that the information given is correct to the best of my knowledge and belief and that have not withheld any information that might affect my suitable for employment.