



MUHAMMED DARVISH

ACCOUNTANT

PROFILE

A smart - working professional accountant with extensive knowledge and experience in accounts. Looking forward to work in strong, forward thinking, progressive and equal opportunity organization where I can apply the knowledge I have obtained, by maximum utilization of my skills and experience to deliver beyond expectations and meeting the challenges.

CONTACT

Phone : +971 588700846

Email: muhammeddarvishp@gmail.com

Place : Deira, Dubai, UAE

Linkedin : Muhammed Darvish

COMPUTER SKILL

Peachtree

QuickBooks

Microsoft Office

Tally

LANGUAGE

English – Professional

Hindi – Limited

Tamil – Limited

Malayalam - Native

ACADEMIC QUALIFICATION

- **Bachelor of Commerce (B.com)**
Calicut University – India
- **Advanced Diploma in Business Accounting & Taxation (ADBAT)**
Calicut – India

WORK EXPERIENCE

- **AKITA COMMUNICATION, Calicut , India**
Accountant
04/2023 – 12/2023

Roles & Responsibilities

- *Ensure accurate coding of purchase invoices in accounting system.*
- *Matching vendor invoices with purchase order on a timely manner.*
- *Verifying inventory counts and recording adjustments to inventory levels for items that have been used, damaged, or lost.*
- *Supporting clients' tax filings by collecting and analyzing financial or operational information and preparing supporting work papers*
- *Accurate posting of sales invoices in accounting system.*
- *Reimbursement of petty cash.*
- *Sharing SOA with client on every month.*
- *Vendor Account Reconciliation.*

ACCOUNTING SKILLS

Accounts payable
Accounts receivable
Ledger reconciliation
Bank reconciliation
Online banking
Petty Cash
Collection
Credit Management
General Ledger

PERSONAL SKILLS

Active Listener
Strong Communicator
Creative
Attention to detail
Problem Solving
Prioritizing

➤ **NEO ABEER MONEY CHANGES PVT.LTD, Calicut - India**
Accountant
11/2019 – 12/2022

Roles & Responsibilities

- Post and process journal entries to ensure all transactions are recorded.
- Daily bank reconciliation.
- Vendor Invoice booking and prepare payment vouchers.
- Follow-up with client on due receivables and collect amounts before due date.
- Petty cash expense booking.
- Assisting superiors in monthly and yearly accounts closing tasks.

PERSONAL INFORMATION

- Nationality – Indian
- Passport Number – P6075884
- Marital Status – Single
- Visa Status – Visit Visa
- Visa Validity – 17 February 2024

DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Darvish

Dubai