

MUHAMMED ASHIK  
ACCOUNTANT



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📍 Deira, Dubai

**PERSONAL DATA:**

Date of Birth	: 19/06/2001
Nationality	: Indian
Passport Number	: U4747176
Visa status	: Visit Visa
Visa Validity	: 10/12/2023
Marital Status	: Single

**CAREER SYNOPSIS**

Qualified professional Accountant with more than 1 year of experience in accounting field. Managing entire accounting operations includes: -

▪ **Accounts Receivable**:- Invoicing, payment follow up, customer reconciliation  
▪ **Accounts Payable**:- Invoice booking, schedule payments & supplier reconciliation  
▪ **Financial Reports** :- Balance sheet, P&L Account, Prepayment & Fixed asset schedule, Bank/Inventory reconciliation, Costing  
▪ **Projected financial statement**:- Cash flow statement & Budgeting  
▪ **Petty cash management**  
▪ **LPO Management & Procurement support**  
▪ **Proficient in SAP, Sage, Tally ERP9 & MS Office.**

**PROFESSIONAL EXPERIENCE: -**

**Aditya Birla Fashion and Retail Limited (KEMCO) Kerala, India**

**Designation: Assistant Accountant (2022-2023)**

**Job Profile: -**

- » **Bank Reconciliation** ensure payments have been processed and cash or cheque collections have been deposited into the bank.
- » **Manage Petty Cash** and review cash reports, Bank reports and maintaining working capital.
- » **Manage Internal Audit**:- Actively involved in all stages of audit viz. Planning, Fieldwork, Review, Completion and Reporting.
- » **Following up for AR** and conducting customer reconciliation for keep receivables under control.
- » Periodically analyze and interpret financial and operational data, and prepare reports.
- » Handling day to day functions relating to Accounts, Banking & Verification of Vouchers.
- » Review all Invoices, Receipts and Payments.
- » Assist Finance Manager for preparing **monthly financial reports** for send to head office.
- » Maintain records and general administration duties.

**EDUCATIONAL QUALIFICATIONS: -**

<i>Examination</i>	<i>University</i>	<i>Year of Passing</i>
Bachelor of Commerce	Calicut University	2022
Professional Diploma in Banking and Auditing (PDBA)	IACT	2023
SAP FI and CO	IACT	2023

**TECHNICAL SKILL: -**

Accounting Package	SAP, Quick Book, Sage, Tally ERP 9, Winman & M.S Office
Microsoft Excel	V Lookup, X Lookup & Pivot Table Etc...
Knowledge about GCC VAT	
Languages Known	English   Hindi   Arabic

**DECLARATION: -**

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

Place: Deira Dubai

Date:

MUHAMMED ASHIK