

MUHAMMED ASHIK
ACCOUNTANT



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☐ ashikmuhammed4161@gmail.com

📍 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