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SKILLS

- Accounting Activities
- Tax Filing
- Recievable and Payable
- Financial Activities
- Payroll Accounts
- Financial Statement Analyzing
- Finalyzation of Accounts
- Data Entry
- Multitask Oriented

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

MUHAMMED FAZALU RAHMAN

ACCOUNTANT

A graduate aspiring for a bright career in the field of finance,accounts & taxation.To working in challenging environment given me an opportunity improve my skills future and my personality an it help in achieve my goals and which will be entrusted to me. Passionate about learning business concepts and possess to ability to handle work pressure and customer issues professionally.

EXPERIENCE

April 2023 - September 2023

Ahammed Sha&Co (Chartered Accountants)
Kerala,India Accounting And Auditing Assistant,

Key areas worked:

- Thoroughly reviewed financial statements updating general ledgers and passing the rectification entry for the clients during audits.
- Appearing before Sales Tax and Tax Authorities on behalf of clients.
- Check the accuracy of invoices and expense transactions of client's books of accounts.
- Managed Accounts Receivables and payables for clients.
- Preparing Reconciliation statements for clients (BRS).
- Filing monthly GST returns for clients.
- Assisting the auditor for various audits.

February 2023 - July 2023

Capella Corporate Tax Consultancy LLC,Al Ain,United Arab Emirates
Internship With Capella,

Key areas worked:

- Successfully managed a client's accounts from basic transactions sorting to final financial report preparation using Microsoft Excel and Tally software.
- Proficiently utilized Microsoft Excel to analyze financial data, identify patterns, and generate comprehensive reports, aiding informed decision-making for the client.
- Demonstrated expertise in operating Tally software for maintaining accurate financial records, streamlining bookkeeping processes, and generating financial statements.
- Successfully prepared financial statements, including balance sheets, income statements, adhering to international accounting standards.
- Exhibited strong attention to detail while reconciling financial data, identifying discrepancies, and ensuring the accuracy of financial reports. Demonstrated efficient time management skills, handling multiple tasks simultaneously and meeting deadlines consistently.
- Maintained strict confidentiality and upheld ethical standards when dealing with sensitive financial information.
- Adapted quickly to new accounting processes and software, ensuring a smooth transition.
- Quality review of financial statement and uae vat submission.
- Gained valuable insights into uae tax laws and regulations, enhancing awareness of corporate tax compliance requirements.

○ **January 2022 - March 2023**

Index Led Lights, Chattiparmba, Malappuram, India

Financial Accounting

Key areas worked:

- Entering the day-to-day transactions, verifying those ledgers and monitoring the expenses.
- Monthly submit Account Payable statement to the Management.
- Managed Accounts Payable and day-to-day accounting transactions.
- Checking the payroll and processing the salary.
- Monthly passing the entries of Depreciation, Salary & Rent in order to close the books of accounts
- Monthly wise reconciliation of all vendors and contact with vendor for any irregularities in during reconciliation and solve it.
- Preparing the payable and Fund Utilization statement to the Management on Weekly basis.
- Periodically conduct stock taking in different store location and preparing the statement.
- Monthly submit sales & Cash flow statement to the Management.
- Preparation of the age wise debtor statement and account receivable statement.
- Gst return filing.
- Billing.

EDUCATION

BACHELOR OF COMMERCE IN FINANCE

UNIVERSITY OF CALICUT, INDIA (2019 - 2022)

COMMERCE

KERALA STATE BOARD, INDIA (2017 - 2019)

SSLC

CENTRAL BOARD OF SECONDARY EDUCATION,
INDIA (2016 - 2017)

CERTIFICATIONS

- Diploma in GST And GCC VAT
- SAP-Finance & Controlling Consultant Level & Enduser level (2023)
- IICA (International Accounts Practitioner) iica.us
- Tally ERP-9, Tally Prime
- QuickBooks, Peachtree, Myob
- Microsoft Excel, Microsoft Word, Microsoft Powerpoint, Microsoft Outlook
- Corporate Accounts Practitioner (2023)
- Accounting Fundamentals (Corporate Finance Institute 2023)