



MUHAMMED HASHIM

ACCOUNTANT /ADMIN/MANAGER

Experienced and detail-oriented accounting and management professional with 10+ years of expertise in financial management, administration, HR, and operations across India, Kuwait, and Bahrain. Skilled in finalizing accounts, budget planning, VAT compliance, and team leadership. Proven ability to streamline processes, ensure compliance, and drive business growth through strategic financial planning.

PERSONAL DETAILS

Mobile +971 581230355, +91 95622 23757
E Mail hashimmuhammed91@gmail.com

Place Dubai, UAE
Nationality Indian
Gender Male
Date of Birth 15.05.1991
Marital Status Married

KEY SKILLS

- Finalization of Accounts
- Financial Reporting
- Budget Preparation
- General Ledger Maintenance
- MIS Reporting
- Account Reconciliation
- Operations Management
- Team Leadership
- Strategic Planning
- Vendor Management
- Process Optimization
- Business Development
- Inventory Accounting
- Problem Solving
- Time Management

CERTIFICATIONS

- **Diploma in Computerized Accounting**
Tally, Peachtree, QuickBooks, Tradeasy (VAT knowledge)
- **Certified in:**
Material Management, Warehouse Inventory, Export Procedures, Commercial Shipping

EDUCATION

- | | |
|-------------|--|
| 2014 | Bachelor of Commerce (B. Com)
Kannur University, Kerala, India |
| 2011 | Higher Secondary
Board of Higher Secondary Examinations, Kerala, India |
| 2009 | High School
Board of Public Examinations, Kerala, India |

EXPERIENCES

Senior Accountant / Manager | Jul 2022 – Dec 2024

Areej Al Huda Central Market for Foodstuffs Co., Kuwait

- Directed all daily business operations, ensuring seamless coordination across departments to meet organizational goals.
- Oversaw inventory management and supply chain logistics to maintain optimal stock levels and reduce downtime.
- Developed and managed annual budgets, monitored expenditures, and implemented cost-saving strategies.
- Built strong vendor relationships and negotiated favorable terms to support business profitability.
- Finalized accounts and prepared monthly and annual financial statements in compliance with regulatory standards.
- Supervised billing, payroll processing, internal audits, and ensured tax compliance.
- Led a team of accounting professionals, providing mentorship, task allocation, and performance evaluation.
- Collaborated with suppliers and clients to resolve discrepancies and ensure smooth financial transactions.

Senior Accountant | Feb 2020 – May 2022

Crystal Ply & Boards, Ernakulam, Kerala, India

- Maintained accurate accounting records including journal entries, ledger updates, and account reconciliations.
- Prepared monthly MIS reports and conducted variance analysis to support management decisions.

SOFTWARE PROFICIENCIES

- Tally
- Peachtree
- QuickBooks
- Focus
- SAAG
- MS Word
- MS Excel
- MS PowerPoint

LANGUAGES

- English
- Malayalam
- Hindi
- Arabic
- Tamil

PASSPORT DETAILS

Passport No : C2303296 :
Date of Issue 27.09.2024 :
Date of Expiry 26.09.2034 :
Place of Issue Kozhikode

HOBBIES



Music



Reading



Travelling

- Ensured compliance with statutory obligations including GST, TDS, and other filings.
- Coordinated with auditors for internal and external audits and implemented recommendations.

Accountant / Administrator / HR / Legal & Collection | Feb 2016 – Oct 2019

Elite Car Rental, Bahrain

- Managed full-spectrum accounting tasks including AR/AP, payroll, and month-end closing.
- Handled HR responsibilities such as employee onboarding, salary processing, and policy documentation.
- Ensured compliance with local labor and legal regulations, including contract management and renewals.
- Spearheaded collection efforts and maintained strong client follow-up to reduce outstanding dues.

Junior Accountant | Sep 2013 – Aug 2014

The Real Accounting & Auditing Firm, Payyannur, Kerala, India

- Supported senior auditors in conducting statutory and internal audits for clients across various sectors.
- Prepared and filed tax returns, invoices, and bank reconciliations for client accounts.
- Maintained general ledger, vouchers, and assisted in financial statement preparation.
- Interacted with clients to gather financial data and ensured timely and accurate documentation.

ACHIEVEMENTS

- Participated in NSS State Camp – College of Engineering, Chengannur (2013)

DECLARATION

I hereby declared that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

MUHAMMED HASHIM