



# Muneer Mavilat

## Finance

## Contact

**Address:**

**Jebel Ali, Dubai, UAE**

**Phone:**

**+971-544711134**

**Email:**

**[muneerm396@gmail.com](mailto:muneerm396@gmail.com)**

**LinkedIn:**

**[linkedin.com/in/muneer-mavilat-05b298224](https://www.linkedin.com/in/muneer-mavilat-05b298224)**

## Hard Skills

- Accounting
- Auditing
- Taxation
- Analysis
- Financial Reporting
- Forecasting
- Budgeting
- Payroll
- Compliance
- Documentation

## License

**Licence No : 2455679**

**Permitted : Light Vehicle**

## Profile

As an accomplished accountant with **six years** of experience, I have a proven track record of conducting financial audits, preparing accounts up to finalization, and publishing financial statements in a timely manner. I possess strong analytical skills and have the ability to analyze accounts and business plans to identify areas for improvement. I am proficient in tax planning services, financial forecasting, and risk analysis to help inform business decisions. Additionally, I have experience in administering payroll, managing cash flow, and ensuring compliance with financial regulations and standards. Overall, my expertise and experience make me an asset to any organization looking for a skilled and knowledgeable accountant.

## Experience

**ASSISTANT SHOP MANAGER AND ACCOUNTANT–PARCOHYPERMARKET DUBAI**  
2022-till

**Responsibilities:**

- Assisted the Manager in day-to-day operations of the store
- Conducted financial audits to ensure accuracy and compliance
- Managed the preparation of accounts up to finalization
- Ensured timely publication of financial statements
- Prepared and filed tax returns
- Analyzed accounts and business plans to identify areas for improvement
- Coordinated with external auditors when necessary
- Provided tax planning services in accordance with current legislation
- Conducted financial forecasting and risk analysis to inform business decisions
- Administered payroll and controlled expenditures to maintain profitability
- Guided accounting clerical staff by coordinating activities and answering questions
- Developed and implemented accounting policies and procedures to improve efficiency and accuracy
- Ensured compliance with financial regulations and standards to mitigate risks
- Conducted financial research and analysis to inform business decisions
- Prepared budget reports and forecasted financial performance to help with planning
- Managed accounts payable and accounts receivable to ensure timely payment and collection
- Collaborated with other departments to ensure accurate and timely financial reporting
- Provided financial advice and guidance to management and stakeholders to improve financial performance
- Managed cash flow and optimized financial resources to improve profitability
- Maintained accurate and up-to-date financial records and documentation to ensure

## Languages

- English
- Hindi
- Arabic-Basic(R/W)
- Malayalam

## Passport Detail

PASSPORT NO: **M1051711**  
PLACE OF ISSUE:  
CALICUT  
MARITAL STATUS: MARRIED  
Date of Birth: **28-04-1995**

## Soft Skills

- Attention-to-Detail
- Analytical
- Communication
- Problem-Solving
- Organization
- Time-Management
- Integrity
- Adaptability
- Teamwork
- Critical-Thinking

## Hobbies

- Playing badminton
- Playing Volleyball
- Swimming
- Reading Books

### ACCOUNTANT–PARCOHYPERMARKET ABUDHABI (2017 TO 2022)

- Developing and implementing accounting policies and procedures
- Ensuring compliance with financial regulations and standards
- Conducting financial research and analysis to inform business decisions
- Preparing budget reports and forecasting financial performance
- Managing accounts payable and accounts receivable
- Collaborating with other departments to ensure accurate and timely financial reporting
- Providing financial advice and guidance to management and stakeholders
- Managing cash flow and optimizing financial resources
- Developing financial models and recommending process improvements
- Maintaining accurate and up-to-date financial records and documentation.

### ACCOUNTANT- KK BROTHERS GARMENTS PARAKKADAVU (2013 TO 2017)

- Demonstrating proficiency in maintaining accurate financial records of sales, purchases, receipts, payments, and other transactions. Including knowledge of relevant software and accounting tools.
- Experience in managing and recording inventory, conducting regular stock checks, and coordinating with store management to ensure optimal stock levels.
- Proficiency in reconciling bank statements with accounting records and promptly resolving any discrepancies.
- Experience in managing accounts payable and receivable, including verifying and processing invoices, preparing payment schedules, and following up with customers and vendors.
- Ability to prepare financial statements and reports, including balance sheets, income statements, and cash flow statements.
- Experience in assisting with audit preparation and providing necessary financial data to auditors.
- Demonstrating meticulous attention to detail and accuracy in maintaining financial records and reporting.
- Proficiency in managing multiple tasks and deadlines effectively.

## Certification

❖ Diploma Programme in Practical Accounting/Computerized Accounting

Practical Accounting (Manual)  
Computerized Accounting. (Tally, Peachtree, QuickBook, SAP)

## Education

- Bachelor of Commerce from Calicut University
- Higher Secondary Education Examination from Kerala State
- S.S.L.C

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you.

Place: Dubai Muneer Mavilat