



MUSAVEER

ACCOUNTANT / ADMINISTRATION

Mobile: +971 543016946
musavirpk9@gmail.com

Address
Abu Dhabi, U.A.E

PERSONAL INFORMATION

Nationality : Indian
Gender : Male
Civil Status : Married
Date of Birth: 05/03/1997
Visa status : Work Visa
Passport No : P 4612098
Expiry : 19/10/2026

LANGUAGES KNOWN

- ❖ English
- ❖ Hindi
- ❖ Malayalam

Accounting Software Skills

- ❖ Tally ERP9
- ❖ Peachtree
- ❖ QuickBooks
- ❖ Microsoft excel
- ❖ Microsoft word

PROFESSIONAL SUMMARY

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CORE QUALIFICATION

- ❖ Ability to work any types of Accounting software
- ❖ Integrity, Fearlessness,
- ❖ Command of both technology and finance issues
- ❖ Respectful to Others.
- ❖ Fair and Kind.
- ❖ Influential in Core Areas.
- ❖ Willing to Delegate.

WORKING EXPERIENCE

1. Accountant – Al Khafji Group –Abu Dhabi Branch– UAE (Feb 2022 to till Date)

Job Role:

- ❖ Responsible for all the accounting of 3 branches in Abu Dhabi.
- ❖ Produced month end financial statements, prepaid and accrued account reconciliation, bank account reconciliation, employees wages calculations, all invoice entry and vendor statement review, and month end journal entries.
- ❖ Motivated team members to exceed customer expectations with food and friendly service in clean surroundings.
- ❖ Reviewed and ensured all tax forms were complete.
- ❖ Developed daily Flash Report that reported daily & weekly sales, guest count, check averages & variances.
- ❖ Developed Internal Excel based P&L for the company proprietors.
- ❖ Developed summary report that monitored the costs of all units under construction.

2. Accountant - Anugraha Traders - Vatakara Kerala - India (June 2020 to July 2021)

Job Role:

- ❖ Analyze and forecast financial requirements for organization.
- ❖ Monitor and implement all accounts payable check activation and wire transactions.
- ❖ Assist departments in account reconciliation process on monthly basis.
- ❖ Monitor authorized account reconciliation process.
- ❖ Administer all bank transactions and oversee data recording procedures monthly.
- ❖ Provide support to auxiliary schedules for auditing purposes as per assigned work.
- ❖ Analyze different general ledger accounts regularly.
- ❖ Prepare journal entries and synthesize common ledger for subsidiary accounts.
- ❖ Collate bank statements on monthly basis.
- ❖ Provide support to safe keeping of internal expenses in company.
- ❖ Monitor account reconciliation, tax and calculations inclusive of cost accounting plus factory data recording processes.

SKILLS

- ❖ Individual, skilled in problem solving
- ❖ Responsible, efficient with an excellent work ethics
- ❖ Excellent interpersonal and communication skills.
- ❖ Proven ability to work under pressured environment with less supervision. Motivated and hardworking

COMPUTER SKILLS

- ❖ Proficiency in MS Office (Word, Excel & PowerPoint)
- ❖ Tally ERP 9.
- ❖ Typing Speed

3. Accountant - Sree Lakshmi Associates - Vatakara Kerala, INDIA (December 2019 to May 2020)

Job Role:

- ❖ Providing support to the Accounting Department.
- ❖ Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- ❖ Handling communications with clients and vendors via phone, email, and in-person.
- ❖ Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- ❖ Preparing financial reports.
- ❖ Assisting with audits, fact checks, and resolving discrepancies

EDUCATION

➤ **Bachelor of Commerce (B. Com)**

University of Calicut – Kerala, India (2016 – 2019)

➤ **Higher Secondary School Certificate (H.S.C)**

Board of Higher Secondary Education Govt. of Kerala – India (2013 – 2015)

➤ **Secondary School Leaving Certificate (S.S.L.C)**

Board of Secondary & Public Education Govt. of Kerala – India (2013)

DECLARATION

I hereby declare that the above details are true to the best of my knowledge and belief I undertake to produce the appropriate documents on request.

Musaveer