



MUHAMMED NOUFAL

Accountant

+91 9562010399

noufalmeleparambil@gmail.com

Kerala, India

Education

Bachelor of Commerce
Finance

University of Calicut

2016-2019 Kerala, India

Scholar in Accounts Management

ATTI

2019 Kerala, India

Plus two
commerce

Kerala DHSE

2016 Kerala, India

Skills

- Accounts payable
- Book keeping
- Tally
- quick book
- revenue analysis report
- Inventory controlling

Personal info

- Sex : Male
- Religion : Islam
- Date of birth : 19-11-1998
- Nationality : India
- Marital status: single
- Passport : U9054170

Language

- Malayalam
- English
- Tamil
- Arabic(basic)
- Hindi (basic)

Profile info

- one year experience as accounts assistant and back office in Dubai, UAE. Systematic and well-organized with strong attention to detail and Communication skills.
- Accountant as 1 years' Experience in Kerala, INDIA Maintaining Accounting Day Today Transactions Smoothly & Efficient. Reporting To Top Management Monthly.

Work Experience

ACCOUNTS ASSISTANT

ABRAJ ALMADINA HYPERMARKET LLC Dubai, UAE 2022-2023

- updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll
- preparing financial reports
- Maintaining and updating records of purchase orders, pricing reports, and inventory records.
- Prepare inventory ledger, Stock register and physical stock verification
- Making sales and purchase report daily basis

ACCOUNTANT

TAJ GRANITE AND TILES Kerala, India 2020-2021

- Generating invoices and account statements
- Verifying the accuracy of invoices and other accounting documents or records
- Scrutinizing vouchers such as Payment, Receipt and Journals etc. on a regular basis.

DATA ENTRY AND OFFICE ASSISTANT

DTDC EXPRESSE LIMITED Kerala, India 2019-2020

- Oversee day-to-day operations, including supervising.
- Entering day today transactions into system & locating delivery
- provide customer services and support to ensure a seamless shipping experience.
- Perform periodical closing procedure and closing related duties

References

Anas

Dubai, UAE

Finance manager, Abraj Almadina LLC

+971 509372947

Ibrahim

Kerala, India

Manager, Dtdc expresse Ltd

+91 99958 66999

My experience

- I-trade-exe
- Mycom v4
- Tally Erp
- Inventory Bizz
- Ms excel and word