

MUHAMMAD AZEEM

EMAIL ID: muhammadazeemse11@gmail.com

Linkedin : www.linkedin.com/in/muhammad-azeem-287609259

MOBILE : +971 544763863

D.O.B : 26-04-2003

Address : United Arab Emirates



CAREER OBJECTIVE :-

To be associated with the progressive organization that provides me an opportunity to show my skills and improve my knowledge with the latest trends, and be part of a team that works dynamically towards the growth of the organization and derive satisfaction from it.

EDUCATIONAL QUALIFICATION:-

- **SRINIVAS UNIVERSITY | Mangalore, India**

Bachelor of Business Administration

Comprehensive education in Accounting, Logistics, Sales & Marketing, Finance, and Administration.

WORK EXPERIENCES:-

ACCOUNTANT : ABDUL NAZEER AK TAX PRACTITIONER, INDIA

PERIOD: Sep 2023 to Aug 2024

Job Responsibilities:

- Assisted in Financial record- keeping, data entry, and accounting tasks to maintain accurate Financial records.
- Preparation, validation and submission of monthly and quarterly TAX returns.
- Oversaw financial records manufacturing and retail industries, ensuring adherence to Indian accounting standards.
- Direct internal and external audits to ensure compliance.
- Organized monthly financial review and prepared statements, including Profit/ Loss, Balance Sheets, and Cash Flow Statements.
- Process Journal entries and perform accounting corrections to ensure accurate records.
- Cultivated strong relationships with vendors, auditors, and regulatory authorities, ensuring smooth audits and reinforcing transparency.
- Proficient in using Tally and Accounting Software.
- Assisting Other Staff and section within the Department when needed.

ADMINISTRATOR: MODICARE, Mangalore (Part time , Volunteer)

PERIOD: Dec 2020 to May 2022

Job Responsibilities:

- Created and maintained Excel spreadsheets to track product progress, budget allocations, and resource utilization.
- Conducted data analysis using advanced Excel functions, such as VLOOKUP, INDEX-MATCH, and pivot tables, to generate actionable insights.
- Developed custom dashboards in Excel to provide real-time data visualization.
- Handling daily petty cash and passing cash voucher in to system after verification.
- Automated data consolidation using Excel macros, reducing manual data entry time by 50%.
- Utilized MS Excel to create and maintain detailed spreadsheets for tracking office budgets, expenses, and inventory.
- Preparing of customer invoices/billing & ensuring timely invoicing to the client.
- Monitored the payment status of accounts receivable.
- Managed vendor issues.
- Reduced entry errors by 30% by designing and implementing automated excel templates.

SKILLS:-

- Financial statements & reporting
- Bookkeeping
- Financial Analysis and Planning
- Accounts Payable and Receivable
- Reconciliation
- General Ledger Management
- Management of Cash flow
- Tax Preparation and Compliance

CERTIFICATION

MBA in a Box : Business Lessons from a CEO : <https://udemy-certificate.s3.amazonaws.com/image/UC-ed91959c-447e4aa1-b38b-90637d31c247.jpg>

SAP for Beginners course : SAP ERP with practice : bit.ly/3IrwsHI

I hereby declare that the above information is true to the best of my knowledge and belief and request to give me an opportunity to serve in your esteemed organization.

(MUHAMMED AZEEM)