

# MUHAMMED ASIF (BBA-Finance)

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Dedicated BBA-Finance graduate with experience as an Accounting Assistant. Proficient in maintaining financial records, processing payments, reconciling bank accounts, and providing administrative support.

## KEY SKILLS

✓ Accounting	✓ SAP (FI-CO)	✓ MS Excel	✓ MS Word
✓ PowerBI	✓ Power Pivot	✓ Problem-Solving	✓ Data Analytics
✓ Tableau	✓ Finance	✓ Communication	✓ Team player

## EDUCATION

**Bachelor of Business Administration (BBA) - Finance** 06/2019 – 03/2022

University of Calicut | Kerala, India

**Diploma in SAP Finance & Controlling (FI-CO), Power User Course** 09/2022 – 09/2023

SAP Online, Sinet | India

**Diploma in Business and Finance Management** 09/2022 – 09/2023

Sinet | India

## PROFESSIONAL EXPERIENCE

**Accounting Assistant** 09/2022 – 10/2023

Right hardware and Sanitaries L.L.P | Kerala, India

- Maintain financial records of the Right hardware and sanitaries, including income & expenditure statements, balance sheets, and cash flow statements.
- Process payments to suppliers and vendors.
- Reconcile bank accounts and other financial statements.
- Collaborate with other departments to gather financial information and resolve any financial-related issues or inquiries.
- Maintain a filing and record-keeping system for financial documents and transactions.
- Handle accounts receivable and accounts payable functions, including issuing invoices, processing payments, and resolving any discrepancies.
- Provide administrative support to the company staff, including managing office supplies, equipment, and inventory.

## PROFESSIONAL CERTIFICATONS

**PowerBI – Data Visualization** | Great Learning 2023

**Tableau – Data Visualization** | Great Learning

**MS Excel – Pivot Table & VLOOKUP** | Great Learning

## OTHER DETAILS

**Languages:** English (Fluent) | Malayalam (Native) | Arabic (Intermediate) | Hindi (Fluent) | Tamil (Conversational)

**Skills:** Microsoft Office (Excel, Word & PPT) | Tally Prime | Sage 50 | QuickBooks | MYOB | Microsoft PowerBI  
Tableau

**Nationality:** Indian

**Location:** UAE

**References:** To be submitted on request