

MUHAMMED RAZI V

ACCOUNTANT

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Address- Dubai, U.A.E



CAREER OBJECTIVE

Versatile team player eager to contribute a strong finance, accounting and administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

Professional PROFILE

Semi - Corporate Payables, Receivables and accounting professional with 2 years of experience across a wide range of companies. Highly adept at the implementation and management of accounting systems and procedures. Readily adapt to new professional settings and adeptly acquire and apply new skills and knowledge toward supporting company goals.

SKILLS

Finalization of Accounts	Payroll	Payables
Accounts Payable	Petty Cash Management	Month End Reconciliation
Reporting & Documentation	Receivables	Polished Communication Skills

PROFESSIONAL EXPERIENCE

Urban Crew – Bangalore – India
General Accountant.

Nov 2021 – Dec 2022

Company Profile: Company is into Retail and Distribution of Cosmetics, Perfumes and Luxury products.

Work Profile:

- Handling and Maintaining Accounts up to Finalization
- Maintaining day-to-day transactions and doing finalization of the accounts.
- Maintaining petty Cash and bank balance and monitoring the current bank position.
- Preparing different report as per the requirement of the management to analyze the company's results.
- Payroll processing for all staff including calculating commission.
- Managing Accounts Receivables and Accounts Payables including follow up to collect outstanding receivables and clearing old payables.
- Daily Bank Reconciliation.
- Responsible for the purchase of fixed asset, equipment's, office supplies etc.

TECHNICAL EXPERTISE

- Computerized Accounting / ERP. (Tally, Peachtree, QuickBooks)
- MS Office.
- (Mostly in Excel, Word and Power Point)
- Internet and E-commerce.
- Able to Prioritized and Multi task while working in busy environment.
- Analytical and conceptual thinking with a conscientious approach to managing workloads.
- Microsoft operating systems like DOS, XP, Windows 7, 8 and 10.

LANGUAGES PROFICIENCY

- Fluent in oral and written: English, Hindi, Kannada and Malayalam.

ACADEMIC RECORD

- Certified Practical Accountant (CPA) Almis Academy School of Business & Finance Kerala, India. (Jan 2023-June2023)
- Bachelor of Business Administration (BBA) Bangalore University, Karnataka, India (2018-2021)
- Higher Secondary- Board of Secondary Education Kerala, India (2016-2018)

PERSONAL ATTRIBUTES

- Quick learner
- Responsible
- Honest
- Self-starting
- Hard work

PERSONAL INFORMATION

- Date of Birth : 23 Apr 2000
- Marital Status : Single.
- Visa status : Visit Visa
- Nationality : Indian

REFERENCES

Available on request