



# MUHAMMED RASHIK T

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Karama, Dubai, UAE

## SUMMARY

Dedicated and detail-oriented Finance and Accounting professional with over 5 years plus of experience as a Finance Analyst , Internal audit , Financial controller and General Accountant in the UAE. Proven track record in financial management, expertise in financial analysis, budgeting, costing, VAT filing, Auditing , Cash flow , Financial controller, Inventory/ stock management , Reconciliation, Receivable follow up & Controller and general accounting/bookkeeping activities. Demonstrated ability to contribute to organizational success through meticulous financial management. Seeking opportunities to further apply skills and drive growth in a dynamic professional environment.

## KEY COMPETENCIES

- Financial reporting and Analysis
- Budgeting and Forecasting
- General Accounting and Bookkeeping
- Internal control And Auditing
- VAT filing and IFRS
- Reconciliation, Corporate Tax
- Petty cash management and Control
- Ms Office - Ms Excel, Ms Word, Ms Power point
- Tally ERP - Tally Prime
- SAP Business One
- Odoo
- Direct Axis Pro
- Decision making And Communication
- Multi-tasking And Problem solving
- Quick learning And Team player
- Leadership And Time management
- coordination and Critical Thinking

## PROFESSIONAL EXPERIENCE

**Arabian Business Centre LLC, (Govt Approved Amer Centre In Dubai)-UAE.**

**Feb 2021 - Present**

### Accountant

- Bank reconciliation and Customer ledger reconciliation
- Receivables Follow up & Control
- Compute taxes and prepare VAT returns
- Cash counter management, Petty Cash monitoring
- Preparing Financial Statements & statement of accounts
- Manage all accounting transactions as IFRS
- Posting Daily bookkeeping entries (Payment & Receipts Invoicing, Journals)
- Manage - Account Payable & Receivables
- Handle monthly, quarterly and annual closings
- Cash flow and fund management
- Preparation of cheque and Documentation
- Compute salary and Commission
- Prepaid and Provisions in account closing

**VKC GROUP - Kerala - India.**

**Dec 2018 - Dec 2020**

### Executive Finance Analyst

- Analyze current and past financial data
- Report and review Financial performance
- Prepare financial reports and communicate the insights of these reports to the Finance GM
- Cost control and analysis , Cost Management
- MIS reporting and analysis
- Profit/Loss, Balance sheet
- Ratio analysis and Interpretation
- Cash flow statement preparation and Projection
- Profitability analysis - Price , Stock , Budget , Expense Variance analysis
- Monthly P and L account projection
- Inventory Control and stock management
- Budgeting and Costing - Internal auditing
- Internal control, Financial controller
- Bank reconciliation and COGS Reconciliation
- Cost sheet preparation and Bill of material (BOM)

## EDUCATION

- **Master of Business Administration - MBA**

Majors: Finance and Marketing  
University Of Calicut

- **Master Of Commerce - Mcom**

Major: Banking, International trade , Foreign  
Exchange and Financial Services  
Annamali University

- **Bachelor of Business Administration - BBA**

Financial Management and Administration  
University Of Calicut

## CERTIFICATIONS

- **Certification in Travel and Tourism Management  
University Of Calicut - 2016**

- **Certificate in Foundation Program  
Institute Of Company Secretaries Of India - 2013**

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## LANGUAGE SKILL

- English
  - Hindi
  - Malayalam
  - Tamil
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## ACHIEVEMENTS

- **Selected for best performance award twice ( March-2022 & Aug-2023) From Arabian Business Centre**
  - **Attained Rating 5 out of 5 in the annual appraisal 2019-2020 From VKC Group**
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## PERSONAL INFORMATION

- Date of Birth :12-08-1995
  - Marital Status : Married
  - Nationality : Indian
  - Passport Number : P2340839
  - Hobbies : Football and Movies
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## REFERENCE

- Shijo Paul - Group Finance Manager (Arabian Business centre LLC, Profound Business Services LLC, Dolphin Bakers LLC)  
Phone: +971501186980

- Sandhosh T V : Ex-General Manager Finance - VKC Group Division-2  
Phone: +918592934400