



MOHAMED SABIK

ACCOUNTANT

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📍 DUBAI , UAE

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SUMMARY

Full-time accountant with 4 years of experience in salary administration, business accounting, risk analysis, budgeting and human resources. My experience includes extensive work in accounts payable, accounts receivable, collections, and financial reporting.

EDUCATION

- **BACHELOR OF COMMERCE**
Commerce , Finance - 2019
- **HIGHER SECONDARY**
Commerce 2016
- **SECONDARY SCHOOL .I L C**
Kerala - 2013

DRIVING LICENSE

- Valid UAE Licence

EXPERIENCE

4 years of extensive experience in the field of Accounting including that in India and the UAE.

FOLIOFORM WOODEN PRODUCT TRADING LLC

(DUBAI , UAE)

Accountant, 2023 - Present

- Recorded daily journal entries for purchase, sales, and expense accounts, ensuring accurate and timely financial data
- Prepared monthly and annual financial statements and conducted variance analysis to support strategic decision-making.
- Assisted with VAT assessments and filings, ensuring compliance with government regulations.
- Maintained a fixed asset register and processed monthly depreciation entries.
- Handled petty cash transactions, ensuring all expenditures were documented and reconciled without discrepancies.
- Supported corporate tax filings as a Tax assistant, gathering and organizing key financial documents.

LANGUAGES

- English
- Hindi
- Malayalam
- Arabic

PERSONAL TRAITS

- Strong attention to detail and accuracy
- Effective communicator, both written and verbal
- Quick learner with a growth mindset
- Excellent time management and organizational skills
- Having Leadership qualities

ADDITIONAL QUALIFICATION

- Software developer
Aura Education (DDU-GKY)

COMPUTER SKILL

ACCOUNTING SOFTWARE

- Tally ERP
- Focus (Custom accounting software)

OFFICE SUITS

- MS WORD, MS EXCEL, MS POWERPOINT, MS OUTLOOK

WEB AND PRINTER

- Internet and email
- Printer Management

CAPITAL INTERIORS

(Kerala ,INDIA)

Accounts Manager, 2020-2023

- Maintained and updated sales and purchase records using Excel and accounting ledgers, ensuring 100% accuracy for monthly reporting
- Handled petty cash transactions, ensuring all expenditures were documented and reconciled without discrepancies.
- Recorded daily financial transactions across ledgers, maintaining up-to-date accounting records.
- Maintained comprehensive employee data, supporting HR and payroll processes.

PERSONAL DETAILS

- DOB: 01-11-1997
- Marital Status : Single
- Nationality : INDIAN
- Address: Cheriyaakka
Valappil (H) Muttanoor
(Po) Kerala

DECLARATION

I hereby declare that all the statements given above are true to my knowledge.