

MUHAMMED SUHAIL PA

ACCOUNTANT

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| Dubai, United Arab Emirates

SUMMARY

Organized, analytical, and efficient accountant with excellent written communication skills, eager to leverage bookkeeping and project management experience towards supporting accounts receivable operations. Collaborative team player with strong problem-solving skills, ability to work independently or as part of a team, and proven track record identifying and resolving clerical errors to improve company financial reports.

PROFESSIONAL SKILLS

Project Managment	Public Relations	Teamwork	Time Management
Leadership	Effective Communication	Critical Thinking	

WORK EXPERIENCE

ACCOUNTANT

2023-2025

Cyrix Healthcare Pvt Ltd - India, Ernakulam

- All cash and Bank receipt entry
- Bank Reconciliation
- Customer Reconciliation All branch
- Fixed assets(FA) creation
- Discussion of OutStanding report with all department
- Inter bank transfer entry
- Weekly Collection and outstanding Report
- 26AS Reco & Follow-up with Customers if TDS not reflected
- Business Master Data Creation and Update (Vendor and Customer)
- Internal Audit - verifying top 20 house loan and vehicle loan Outstanding Collection follow up with HOD's

ACCOUNTANT CUM CASHIER

2021-2023

Bismi Home Appliances Lip-India, Ernakulam

- Maintained accurate financial records including daily cash flow, sales transactions
- Analyse and report on financial status including income variances, communicating financial results to management
- Assisted in preparing monthly financial reports, balance sheets, and profit & loss statements.
- Handling bank payments of customers through cheque and Internet Banking.
- Preparation of invoice and credit notes
- Communicating with customers and clients for debtors management by maintaining a good relationship with the same.
- Handled cash and bank transactions, prepared deposit slips, and ensured timely bank reconciliations.
- Performed daily cash closing, tallied cash and card payments, and prepared end-of-day sales and billing reports.
- Coordinated with other departments for budget tracking and expense control.

MULTIPLE ITEMS

Internal Audit - State Bank Of India, India, Ernakulam

- Verifying top 20 house loan, vehicle loan and gold loans
- Verifying appraisal details with physical gold

EDUCATION AND CERTIFICATION

SAP AND TALLY-ACCOUNTS SERVICE SOCIETY

2020- 2021

Diploma In Sap

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2016- 2019

Degree - B. Com Computer Applications