

# CMA Muhammed Suhail K

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🏠 Dubai, UAE



Goal oriented cost & management accountant motivated to learn, grow with and contribute to an organization that operates on ethos "Quality & Ethics" and offers a platform for learning, growth and exposure to global accounting & auditing practices. Collaborator with high quality of work, driven and highly initiative- taking and adaptive learner. Strong negotiating skills and business acumen and able to work independently.

## Work Experience

### Ashique Saad and Associates LLP, Chartered Accountants

[Audit Manager](#)/ SEP'2023- DEC'2023

- Preparing presentations for communicating various control deficiencies, cost saving and other issues identified during audit
- Checking of GSTR 9 & GSTR 9C and substantive checking of compliances of GST laws
- Analyzed accounting systems for efficiency and effectiveness
- Statutory Audit under Companies Act, Income tax Act and GST Act of corporate entities
- Resolved financial and tax issues and maximized client satisfaction
- Supervision of filing of GST, income tax and TDS return of small, medium and large sized enterprises
- Maintained effective working relationships directly with clients

### Diya Gold Palace Jewellers Pvt Ltd

[Senior Accountant](#)/ APR'2022- AUG'2023

- Implement process improvements to enhance efficiency and accuracy in financial reporting
- Ensure compliance with tax regulations and assist in the preparation of tax returns
- Oversee the preparation and analysis of financial statements, ensuring accuracy and compliance with GAAP
- Finalization of accounts ensuring correctness & accuracy of records and reports
- Manage month-end and year-end close processes, including reconciliations and journal entries
- Conduct financial analysis to provide insights into business performance and support strategic decision-making
- Train and mentor junior staff members, fostering a collaborative and high-performing team environment
- Preparation of monthly MIS reports which helps management in taking timely decisions
- Payment and filing of PF & ESI related returns and procedures on time
- Payment and filing of GST returns such as GSTR 3B & GSTR 1
- Filing of GSTR 9 & GSTR 9C and substantive checking of compliances of GST laws
- Payment & filing of TDS, TCS & advance tax as per Income tax provisions

### Kozhikode Dg Gold

[Internal Auditor](#)/ JUN'2020- MAR'2022

- Evaluate and test internal controls to ensure the integrity of financial information, effectiveness of operations, and compliance with policies and regulation
- Conduct financial, operational, and compliance audits in accordance with established internal audit policies and procedures
- Identify areas of risk and recommend improvements in processes and controls to enhance operational efficiency and reduce exposure to potential liabilities
- Reconciled accounts and created documents for monthly closure procedures
- Updated general ledger with monthly journal entries and reconciliations
- Collaborated with the accounting team to ensure accurate and timely month-end and year-end close processes
- Presenting audit findings to management and offering actionable recommendations for process optimization and cost-saving opportunities
- Conducted detailed testing of transactions and internal controls, identifying areas for improvement and recommending corrective action
- Collaborated with external auditors to facilitate the annual external audit process and provided necessary documentation

- Compliance of applicable laws related with GST, Income tax, PF, ESI etc.

**Sreedhar & Associates**

Accountant cum Audit assistant/ APR’2019-APR’2020

- Preparation, verification and finalization of financial statements which includes balance sheet, profit and loss account and analysis and interpretation of such statements
- Advice, support and review of statutory matters related to GST, income tax including preparation & filing of the returns
- Support the senior audit manager in developing the audit, wherever necessary, understand and document allocated processes
- Provide financial and accounting advice to the clients about their business development
- Work has been scheduled among the accounting staff, provide audit assignment to juniors and follow up whether they finish the work within the time
- Study and observe the changes made in government rules so that they are implemented in time

**IT Skills**

- Working knowledge in ERP/Accounting packages such as **Tally ERP and Ornate**
- Advanced knowledge of working into **MS Office (Excel, Word & PowerPoint)**

**Education**

DEC 2019  
CMA (India)/ The Institute of Cost Accountants of India, Kolkata

DEC 2021  
M. Com/ University of Madras, Chennai

APR 2017  
B. Com/ University of Calicut, Kerala

APR 2014  
Class-XII/ Kerala Syllabus  
Passed class XII with **90%** from Kuttiady Govt Higher Secondary School, Kozhikode

APR 2012  
Class-X/ Kerala Syllabus  
Passed class X with **80%** from Koothali Vocational Higher Secondary School, Kozhikode

**Personal Traits**

- Proficient with Workday
- Collaborator
- Excellent time management
- Tactful
- Inquisitive
- Resilient
- Perseverating

**Personal Details**

D.O.B/ 30<sup>th</sup> May 1997                      Gender/Male                      Language/English, Malayalam & Arabic  
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