



MUHAMMAD AZHARUDHEEN

ACCOUNTANT



CONTACT



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Address

DUBAI, KARAMA



EDUCATION



BACHELOR OF COMMERCE - COOPERATION

Sree Vivekananda
Padanakendram Arts &
Science College,
Calicut University

APRIL 2018



CERTIFICATIONS



POST GRADUATE DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (PGDIFA)



CERTIFIED IN TALLY ERP 9



CERTIFIED IN QUICKBOOKS (Q.B)



SAP BUSINESS ONE



MICROSOFT OFFICE SPECIALIST : WORD, POWERPOINT, EXCEL



JOB PROFILE

Dedicated and detail-oriented Accountant with a proven track record in financial management and reporting. Possessing strong analytical skills and a keen eye for accuracy, I am well-versed in utilizing advanced accounting software and ensuring compliance with industry regulations. Adept at managing financial records, reconciling accounts, and preparing financial statements. Proactive in identifying and implementing process improvements to enhance efficiency and accuracy. Seeking a challenging role to leverage my expertise in financial analysis, budgeting, and strategic planning.



WORK EXPERIENCE



ADMINISTRATION ASSISTANT & ACCOUNT ASSISTANT

Township Contracting LLC, Dubai

From November **2023** to December **2023**

- Manage accounts payable and receivable processes, ensuring accurate and timely recording of transactions.
- Conduct regular account reconciliations, identifying and resolving discrepancies to maintain financial accuracy.
- Provide comprehensive administrative support, managing daily office operations and ensuring seamless workflow.
- Coordinate meetings, appointments, and travel arrangements, optimizing executives' schedules.
- Prepare and process invoices, expense reports, and financial statements using accounting software.
- Assist in the month-end and year-end closing procedures, supporting timely financial reporting.
- Implement efficient filing systems and document management, improving accessibility and retrieval times.
- Monitor and replenish office supplies, negotiating with vendors for cost-effective solutions.



JUNIOR ACCOUNTANT & SALES CUM DRIVER

Al Jouf, Saudi Arabia

From October **2022** to September **2023**

- Assist in managing day-to-day accounting tasks, including accounts payable, accounts receivable, and general ledger maintenance.
- Conduct account reconciliations, identify and resolve discrepancies to ensure accurate financial records.



SKILLS

- Advanced Excel Proficiency
- Financial Analysis
- Budgeting and Forecasting
- General Ledger Maintenance
- Account Reconciliation
- Financial Reporting
- Compliance Management
- Advanced Excel Proficiency
- Cost Control and Optimization
- Process Improvement
- Detail-Oriented
- Software Proficiency
- Analytical Thinking
- Communication Skills
- Time Management



LANGUAGE

- English
- Arabic
- Hindi
- Malayalam
- Tamil



PERSONAL DETAILS

- Nationality : Indian
- Date of birth : 27-11-1996
- Marital Status : Single
- Passport No : S8912357
- Expiry Date : 16-12-2028
- Visa Status : Extend
visiting visa
- Saudi Driving License : 2531259980

- Prepare invoices, expense reports, and financial statements using accounting software, maintaining strict adherence to deadlines.
- Contribute to month-end and year-end closing processes, ensuring timely and accurate financial reporting.
- Execute sales activities, including prospecting, lead generation, and management of customer relationships.
- Manage the end-to-end sales process, from initial contact to deal closure, meeting or exceeding sales targets.



ACCOUNTANT

Infour Wheel Care & Tyres, India

From July **2020** to September **2022**

- Oversee and manage the day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger activities.
- Lead a team of accounting professionals, providing guidance, training, and performance feedback.
- Ensure timely and accurate preparation of financial statements, reports, and other accounting documents.
- Implement and maintain robust internal controls to safeguard financial assets and ensure compliance with accounting standards.
- Coordinate and manage the month-end and year-end closing processes, ensuring accuracy and adherence to deadlines.



ACCOUNTING EXECUTIVE

Terracon Trading PVT Ltd, Bangalore

From July **2018** to August **2019**

- Support daily accounting operations, managing tasks such as accounts payable, accounts receivable, and general ledger upkeep.
- Execute regular account reconciliations, pinpointing and resolving discrepancies to uphold precise financial records.
- Create invoices, expense reports, and financial statements through adept use of accounting software, adhering to established protocols.
- Contribute to the closure of month-end and year-end processes, ensuring meticulous accuracy and timely completion.



DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

MUHAMMAD AZHARUDHEEN