



Mohammed Hadil V.V

Total Experience: 6 Years

Desired Position

- Accountant / Administrator

PROFILE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CONTACT

- PHONE: +971 565830938
- EMAIL: Mohammedhadilvv@gmail.com
- Location: Alain, UAE

PERSONAL DETAILS

- Date of Birth: 06-08-1998
- Nationality: Indian
- Marital Status: Married

VISA STATUS

- Visit Visa Transferable

LANGUAGES

- English
- Hindi
- Malayalam

INTERESTS

- Travelling
- Reading
- Gaming

EDUCATION

- DHOHSS POOKARATHARA
SSLC
Plus two (commerce, Computerized accounting)
- Mahatma Gandhi University
B.Com (Finance and Taxation - Pursuing)

SKILLS

- Excellent attention to detail
- Good time management
- Strong commercial acumen
- Good problem solving skills
- Analytical thinking skill
- Relationship building skills
- Excellent taxation knowledge
- Risk management skills
- Good team collaboration
- Logical reasoning skill
- Loyalty to the core
- Excellent cash management
- Financial Analysis

COMPUTER PROFICIENCY

- Basic computer knowledge
- MS Excel
- MS Word
- Tally
- Easy Biz
- Acro Biz
- Voxo pro

WORK EXPERIENCE

- Real Marketing LLC
Alamkode, Kerala
- Junior Accountant in Administration 01-06-2017
- Sales coordinator
- Payment & receipt manager
- Tax filing assistant 30-07-2018

DUTIES AND RESPONSIBILITIES

- Process incoming invoices, verify accuracy, and ensure timely payments
- Maintain accurate cash records
- Prepare cash position reports and assist in cash flow optimization strategies
- Track and categorize expenses, ensuring compliance with company policies
- Generate expense reports
- Generate reports to aid in budgeting and cost control measures.
- Input financial transactions into the accounting system accurately and timely,
- Ensure adherence to financial regulations and internal policies
- Assist in preparing documentation and information required for audits/GST declaration

WORK EXPERIENCE

Ecotree Nutrients private limited

Kalachal ,kerala

- General accountant 01-09-2018
- Sales executive
- Payment & receipt manager
- Purchase controller 31-12-2021

DUTIES AND RESPONSIBILITIES

- Record, classify and summarize accounting transactions to compile various documents and verify their accuracy
- Assemble documents for computer input of itemized charges, account numbers, total costs and to authorize payments in accordance with established procedures.
- Post journal entries accurately to tally balance sheets.
Maintain records through filing, retrieval, retention, storage, compilation, coding and updating.
- Effectively and efficiently manage the company's petty cash operations through proper inspection and payments of bills, receipts and cash count.
- Check & Book expenses and prepare monthly account reconciliations and examine supplier invoices for accuracy and issue cheque in time for accurate allocation of payments against invoices.
- Conduct month end closing activities .
- Follow up with customer for the pending payments, the reconciliation of customer account, and generating customer invoices.

WORK EXPERIENCE

Rajadhani minerals private limited

Kinfra park, kerala

- Accountant in Administration 02-02-2021
- Cash book handler
- Payments and receipts manager 31-10-2023

DUTIES AND RESPONSIBILITIES

- Analyze balance sheets, income, cash flow statements, and other reports to assess accuracy.
- Provide assistance with balance sheets, tax calculations, and financial statement information
- Assist the independent auditor in conducting an annual evaluation of company records.
- Prepare accurate reports on all the financial closing statements of the company.
- Assist the top-level management in making critical business decisions by providing accurate financial assessments.
- Coordinate with the management and uphold the standard laws and regulations for monitoring, updating, and maintaining fiscal activities.

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge and my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.

Mohammed Hadil V.V