



# MUHAMMATH HANEEF

## ACCOUNTANT

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### PROFILE SUMMARY

Dedicated and resourceful Assistant Accountant recognized for skills in attention to detail, hands-on mentality and can-do attitude. Positive collaborative and proactive professional with experience supporting managers in high-paced environment. Ability to work independently and ensure timely completion of projects deadlines.

### WORK EXPERIENCE

#### ACCOUNTANT AND SPARE PARTS CONTROLLER

APR 2022 - JUN 2024

##### Performance Mechine Company For Motor Cycle - Kuwait

- Monitored inventory levels of spare parts, ensuring timely replenishment and stock optimization.
- Coordinated with suppliers and clients for the procurement and distribution of spare parts.
- Prepared and reconciled month-end financial statements.
- Assisted in the preparation of annual budgets and forecasts for spare parts and financial operations.
- Generated financial reports and presented them to management for strategic decision-making.
- Prepared container packing lists, ensuring accurate documentation of spare parts and equipment for shipment.
- Processed and managed payments, invoices, and transactions related to spare parts and other expenses.

#### ACCOUNTANT

APR 2015 - FEB 2021

##### Hua Ho Group - Brunei

- Handled full-cycle accounting, including accounts payable.
- Closely monitored inventory movement, maintained an accurate database, and ensured timely updates in inventory management systems.
- Responsible for preparing and submitting monthly management reports, providing insights on financial performance and inventory status.
- Assisted in the month-end close process, ensuring timely and accurate preparation of retail financial statements and reports for supermarket operations.
- Processed and recorded debit notes to reflect adjustments for returned goods or overcharges, ensuring accurate accounts payable records.
- Issued credit notes to customers for returns, discounts, or billing errors, maintaining clear documentation and accounting records.
- Processed and recorded goods returns in the accounting system, ensuring accurate adjustments to inventory and financial records.

**Orbit Edutech Pvt Ltd - Chennai**

- Demonstrated experience in managing production processes within electronic assembly operations.
- Developed and maintained relationships with executive assistants across the company to facilitate effective communication and collaboration.
- Provided on-the-job training to junior executives, enhancing team skills and performance in assembly tasks.
- Coordinated with Quality Assurance (QA) teams to ensure line clearance and compliance during product changeovers, minimizing downtime and ensuring product quality.
- Implemented process improvements to increase efficiency and reduce production costs in electronic assembly operations.

**EDUCATION**

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**Master of Electronics - M.sc Electronics****2011 - 2012****University** : Bharathidasan University**Location** : Trichy, India**Bachelor Of Electronics - B.sc Electronics****2007 - 2010****University** : Pondicherry University**Location** : Karaikal, Ind**SKILLS**

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- Independence / Team Work
- Vendor Coordination
- Quick learner
- Time Management
- Inventory Management
- TALLY ERP 9
- Google Sheet & MS Office Tools

**LANGUAGES**

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- English
- Tamil
- Hindi
- Malay
- Arabic

**PASSPORT DETAILS**

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**Passport Number** : U0936441**Date of issued** : 30-12-2019**Date of expired** : 29-12-2029**Visa Status** : Visit Visa**Visa Validity** : 08-12-2024