



Muhasin KE

Detail-oriented Accountant with **7 Years** of effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of a financial team to manage diverse financial functions, tax management, and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures.

✉ muhz1992@gmail.com

☎ +971 56 694 6393

📍 Dubai, UAE

📅 01 May, 1992

KEY SKILLS

Account Reconciliation

Account Reconciliation Processes

Account reconciliation specialist

Data Trending Knowledge

Calculating Liabilities

Advanced Bookkeeping Skills

Corporate Tax Planning Knowledge

Closing Processes

Tax Law Understanding

Finance

SKILLS

Effective Communication

Analytical Skills

Interpersonal

Leadership

Responsibility

Teamwork

Problem Solving

Time Management

WORK EXPERIENCE

Accountant

C C S TECHNOLOGIES PVT. LTD.

2021 - 2022

Kerala, India

- Created budgets and forecasts for the management group to meet regular accounting deadlines.
- Gathered financial information, prepared documents and closed books.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Offered advice and direction to help clients better understand financial goals.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Maintained up-to-date knowledge of professional accounting standards to manage financial record keeping.

Accounts Executive

THE NEW INDIAN EXPRESS PVT LTD.

2018 - 2021

India

- Negotiated sales deals between customers and agency, resulting in mutually beneficial agreements and cultivated relationships.
- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Prepared forecasts to gain understanding of measures needed to grow business.
- Created and executed account strategies to translate organizational goals into client activities.
- Qualified leads, built relationships and executed sales strategies to drive new business.
- Reviewed accounts monthly to monitor and track customer satisfaction and complaints.
- Managed sales cycle to maintain solid customer base.

Accounts Executive

KEYA FOODS INTERNATIONAL PVT LTD.

2015 - 2018

Kerala, India

- Prepared additional quotes for current clients to up sell products and services.
- Distributed marketing materials to existing and prospective clients to promote products and services.
- Serviced accounts and proposed new products and services to maximize revenue.
- Identified customer needs to achieve service levels that met and exceeded expectations.
- Designed program and maintenance plans to monitor product inventories.
- Applied needs-based analysis to assess current satisfaction and importance of various product features to customers. Gained understanding of goals, objectives and processes to meet client business needs.
- Stayed up-to-date on emerging industry and product standards and trends to revitalize accounts.



COMPUTER PROFICIENCY

MS Office

Word | Excel | PowerPoint



LANGUAGES

English



Hindi



Malayalam



Tamil



INTERESTS & HOBBIES

Music

Reading

Movies

Travel



PERSONAL INFO

Nationality : Indian

Gender : Male

Marital Status : Married

Passport No : W3602834

Visa Type : Visiting Visa.

Validity : 6 November 2022



EDUCATION

Master of Business Administration (Finance)

Bharathiar University

2017

Kerala, India

Bachelor of Commerce (Computer Application)

Mahatma Gandhi University

2014

Kerala, India

Higher Secondary (Commerce with Computer Application)

Board of Higher Secondary Education

2011

Kerala, India

Secondary

Darul Uloom Higher Secondary School

2009

Kerala, India



AWARDS & CERTIFICATIONS

Certification of internship: SAP Fico Trainee at Electromech Enterprises Pvt Ltd.

Computerized Financial Accounting Using Tally: LBS Center for science and technology



STRENGTHS & QUALITIES

Comforting people when they need it.

Conflict management and resolution skills.

Encouraging and inspiring people to do their best.

Flexibility in thinking and operating style.



REFERENCE

Sunitha.K.K

CCS Technologies Private Ltd Sunitha.kk@ccs-technologies.com
8281539240

Vinayachandran

The New Indian Express/Madurai
vinayachandran@newindianexpress.com 9388372662



DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.