



MUATHASIM KOTTUKARAN

ACCOUNTS EXECUTIVE

OBJECTIVE

Quick Learner, Hard Working, Dedicated, Result Oriented Accounting Professional seeking suitable job posting in reputed companies

ADDRESS

AL DHAID CITY, SHARJAH UAE

MOB:+971562253161

Email: muathasimkkm@gmail.com

AGE & DATE OF BIRTH

22 Years, 26-07-1998

GENDER

Male

MARITAL STATUS

Single

EXPERIENCE

UMMATHIS HOME STYLE AND APPLIENCES

MALAPPURAM, VENGARA

OCTOBER 2019 TO MARCH 2021

Being an home appliances firm, I have been assigned to the following responsibilities:

All Accounting works up to finalization of accounts. The software mainly used sacrosys and Tally.ERP 9.0

Preparation of Income Statement, Expense Statement, GST Information and various other reports using sacrosys

Entering transactions into the system

Bank Reconciliation and Accounts Reconciliation

Maintains Financial Documents by auditing documents

Prepare Reports by collecting, analyzing and summarizing account information

Contributes to team effort by accomplishing related results as needed

Assisting Preparation & Filing of GST RETURNS, ESI, EPF and TDS Returns

Secure financial information by completing database backups

EDUCATION

BACHELOR OF COMMERCE (FINANCE)

[APRIL, 2019]

REGULAR STUDY, UNIVERSITY OF CALICUT

[KOZHIKODE, KERALA]

MUATHASIM
KOTTUKARAN
ACCOUNTS EXECUTIVE

SKILLS

Proficient in Tally.ERP 9.0, MS Excel, Sage 50, QuickBooks, SAP Business One, SAP FICO

Ledger & Journal Entries

Statutory Accounts preparation

Banking operational knowledge

Reporting & Documentation

File Maintenance

Payment Reconciliation

Accounts Receivable

CERTIFICATES

Post Graduate Diploma in Indian & Foreign Accounting from Institute of Professional Accountants [IPA], Kerala, India

Tally Ace Certificate

Intuit QuickBooks Certificate

Microsoft Office Specialist [MS Excel] Certificate

Practical GST Certificate

Practical Gulf VAT Certificate

Project Certificate in Sage 50 Accounting, QuickBooks Accounting & SAP Business One

Internship Certificate subject to relieving from SSAC

REFERENCES

UMMATHIS HOME STYLE AND APPLIENCES