



United Arab Emirates

Mob 0543626017

munshid727@gmail.com

Skills

MS Office

Tally

Peachtree

QuickBooks

Languages

English

Professional working Proficiency

Malayalam

Native or Bilingual Proficiency

Arabic

Elementary Proficiency

Hindi

Elementary Proficiency

Details

Date of Birth- 20/05/1988

Nationality- Indian

Visa Status- Visit Visa

MUNSHID MOORKAN

Accountant

Objective

Looking forward for an opportunity in a challenging environment, where I can utilize my experience and skills in contributing effectively to the success of the organization and for the improvement of my personal skills.

Profile

7.5 Years working experience in accounting field. It includes Day book preparation, preparations of financial statements, Financial Reports and Bank reconciliation. And also computer skills including the ability to operate ERP finance & controlling configuration and Microsoft office at high level. I have excellent communication and effective organizational skills.

Employment History

Assistant Accountant cum Cashier, Al Faraji Oil & Diesel Trading & Distribution Co LLC, Ajman-UAE.

February 2020 – May 2020

- Accepting cash, cheques and other modes of payment made to the company.
- Handling of cash floats, proper maintenance of records and reconciliation.
- Responsible for carrying out cash balances, documentation, cash/ cheque banking activities accurately in a timely manner.
- Day to day account closing and report submits to senior Accountant.
- Experience in A/R and A/P functioning.
- Monthly payroll processing.

Accountant cum Administration, Confident Trading & Contracting Co WLL, Doha-Qatar.

April 2016- September 2019

- Receiving the supplier's invoices regularly & also booking their payments in timely manner.
- Prepare monthly payroll, leave salary settlements & gratuity benefits as per Qatar Labor Laws.
- Strong decision-making abilities on financial related matters with approval of Management.
- Preparation of vacation, final settlement & other payments as per the company procedure.
- Passing of all journal entries related to receipts includes bills receivable entries, and direct deposit to banks from company's customers. Ensuring the availability of all essential documents before activating every customer account.
- Preparation of the daily cash inflow reports to facilitate the management for decision making.
- Preparing collected cheques for deposit pickup and filing the deposit records with attachments.
- Reviewed daily bank statement (reconciliation). Ensured each receipt and payment are posted under/against appropriate account/invoice. Bank deposits are collected verified with the system records to produce report by attaching related documents.
- Monitoring receivables on regular basis & ensure collections are done on time, follow- up action taken for default customers, etc.
- Doing all Accounts Receivable A/c /Accounts Payable A/c adjustments as per customer's ledger.
- Assisting the finance manager for monthly closing & for the preparation of P&L, Balance Sheet.

Accountant cum Store Keeper, Ashique Enterprises(P) Ltd, Kerala-India.

February 2013- April 2015.

- Develop & maintain the financial data base, at computer software systems & manual filing systems.
- Oversea the Filing and maintains of accounting records.
- Updates the outstanding checklist in Accounts Payable System.
- Oversea or checking the posts entries from cash book into accounts receivable.
- Reconciling of bank accounts posts to general and subsidiary ledgers.
- Handle of petty cash and Record the same in the system▪ Issuing of Credit notes and Debit notes.
- Month end reporting and closing.

- Preparation of payroll statements.
- Financial Statement Preparation like Balance Sheet and Profit and Loss Account.
- Counting Physical stocks of goods, and allocate proper manner.
- Inventory issuing to vehicle as per the method LIFO.
- Inventory control.

Accountant, Needs United Distributors, Kerala-India.

July 2008- June 2010.

- Handle of petty cash and Record the same in the system.
- Day Book Preparation.
- Month end reporting and closing.
- Issuing of Credit notes and Debit notes.
- Prepare Bank Reconciliations Statements.
- Financial Statement Preparation like Balance Sheet and Profit and Loss Account.
- Preparing and maintain Sales and Purchases records.

Education

MBA Finance & Marketing ,Anna university, Tamil Nadu-India

July 2010- April 2012.

B.com With Computer Application, Calicut University ,Kerala- India

July 2005 – March 2008.

Plus Two Commerce, Higher Secondary Board, Kerala- India

June 2003 – March 2005.

Courses

Certified Professional Accountant(CPA)

April 2008- June 2008