

# **CURRICULUM VITAE**

**Muhammad Noufal.PP**

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## **Objective:**

Accountant / Business development executive with more than 9 years of increasingly responsible experience in general accounting, financial planning and reporting, business development, customizing workflows, payroll and tax computation, fixed asset management, information system management and database administration. Accounting skills, with experience in Focus, Peach tree, Quick Books and Tally, dealt with customers and high level workloads with strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

## **Experience in United Arab Emirates**

### **Domus Heavy Machinery and Spare Parts Trading**

Musaffah-16, Abu Dhabi, U.A.E

(From Aug 2014 – To Aug 2020)

#### **Senior Accountant.**

- Prepare monthly financial reports like Trial Balance, Profit & Loss a/c, Balance Sheet, cash flow statement, Ratios and analytical points on financials.
- Review detailed analysis of fixed asset general ledger accounts, and forecast depreciation expenditure on monthly, quarterly & annual basis.
- Prepare monthly financial reports, reconcile complex fixed asset accounts and provide reports to management regarding significant expenditure fluctuation..
- Implement financial systems (e.g. Quick books), develop functional specifications for approved enhancements, document changes & updates to the system, and resolve technical problems
- Provide support for finance and external departments in general accounting and related functional areas for the FA, AP, AR, GL & CM accounting modules; identify and resolve unusual variances caused by complex financial systems
- Developed database report that helps Finance manager analyze net profits and depreciation and cut their monthly closing time in half.
- Maintained general ledger and prepared payment schedules, financing schedules, income statements, balance sheets and mortgage banking financial reports.
- Prepared and maintained all accounting modules such as Accounts Payable, Accounts Receivable, Cash management, General ledger and Inventory modules.
- Counter analysis of Purchase and Sale orders.
- Preparing weekly Bank, Cash positions and Cash Budget statement
- Preparation of monthly Bank Reconciliation Statements.
- Assist in documentation and monitoring of internal controls
- Audit preparation of yearly financials in audit format & submitting to auditors for auditing
- Prepare statement of account, fully reconciled & supported with relevant and original and approved documents.
- VAT reconciliation and filing VAT returns.

- Reviewing time sheet, overtime and preparing individual and consolidated payroll sheet based on monthly attendance sheet.
- Petty cash handling and other administration works as required by the department.
- Analyzed quarterly & annual financial statements using trend, variance & what-if scenarios.
- Coordinate all the accounting transaction up to the finalization stage.
- Verifying and checking of Journal entries, General ledger transactions to ensure proper recording
- Assisting in internal and external audit assignments.

### **Obaid Al Qubaisi Transporting & General Contracting Est.**

Habshan, Abu Dhabi, U.A.E

(From May 2011 – To July 2014)

#### **Accountant**

- Perform daily accounting transactions such as creating & posting vouchers.
- Checking and posting cash and bank transactions like Payment Voucher, Receipt Voucher, Journal Voucher, Deposit slip, Etc.
- Processing and verifying sales invoices and ensure its delivery.
- Generation of monthly sales and collection report.
- Researching and looking into customer account details then rectifying error if any.
- Maintain accounts receivable and payable ledgers, checking, verifying and posting the supplier.
- Working on monthly bank account reconciliation.
- Prepare statement of account, fully reconciled & supported with relevant and original and approved documents.
- Prepare monthly, weekly other periodical financial reports.
- Prepare payroll: checking time sheet, overtime and preparing individual and consolidated payroll sheet based on monthly attendance sheet.
- Petty cash handling and other administration works as required by the department.
- Review and approve cash payment vouchers and petty cash vouchers.
- Filing and retrieving information from the archives.
- Retrieval of reports from the accounting system
- Day to day back up of accounting data.
- Coordinate all the accounting transaction up to the finalization stage.
- Process and verify Trial Balance, Profit & Loss Account and Balance Sheet at the end of the each accounting period.

### **Experience in India:**

- **ICMG-Enterprise Architecture Firm, Bangalore**  
(From June 2009 to December 2010) – Worked as an Administrator.
- **Airtel Telecommunications Ltd Co. India**  
(From February 2008 to April 2009) - Worked as a Sales coordinator.

### **Qualifications:**

- ♦ **Bachelor of Commerce (B.Com)**  
University of Kannur, Kerala, India

- ♦ **Diploma in Computerized Financial Accounting**  
(Spectrum Computer Institute, Thalashery, Kerala, India)
- ♦ **MCSA-Microsoft Certified Professional**  
IIHT, Bangalore

#### **Additional Skills:**

- Operating Systems-Windows 98 & Windows XP, Windows 7
- MS Office, MS Word & MS Excel
- Accounting Software –Focus, Peachtree, Tally9, Quick Books

#### **Language Known:**

- English : Speak, Read & Write
- Arabic : Read & Write
- Hindi : Speak, Read & Write
- Malayalam : Speak, Read & Write

#### **Passport Details:**

- Passport No : G0711951
- Place of Issue : Kozhikode
- Date of Issue : 16/11/2006
- Date of Expiry : 15/11/2016

#### **Personal Data:**

- Full Name : Muhammad Noufal PP
- Sex : Male
- Date of Birth : 13/05/1984
- Nationality : Indian
- Marital Status : Married
- Visa Status : Visit Visa
- Driving License : Valid UAE Driving License(2016-2026)
- Address : Abu Dhabi, UAE

#### **Declaration:**

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

***Muhammed noufal pp***