SUMMARY

Accountant with 10 years of experience in professional level accounting duties involved in preparing, maintaining, analysing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City's ledgers and subsidiary financial systems.

HAKKIM MUHAMAD
φ **ACCOUNTANT**

CONTACT

hakkibehappy@gmail.com

971-521024182

DUBAI -UAE

TECHNICAL SKILLS

- TALLY – PEACHTREE – QB – WINGS
- DATA ENTRY
- MS OFFICES
- GRAPHIC DESIGNING

PERSONAL QUALITIES

- Dedication and responsibility in the given task.
- Ability to work in team.
- Well prepared to adapt to difficult situations.
- Ability to plan, organize and execute.
- Good communication skills.

EDUCATION

2006 - 2009   BACHELOR OF ARTS
                 (KANNUR UNIVERSITY)

2004-2006   PLUS TWO
               (Higher Secondary Education)

PERSONAL PROFILE

AGE & DOB   - 31, 08/09/1988
NATIONALITY - Indian
STATUS   - Single
LANGUAGES   - English, Hindi, Arabic (read & write)

EXPERIENCE

2012-2020   - **Accountant**
                  Koolikkad Group

- Preparing accounts and tax returns.
- Administering payrolls and controlling income and expenditure
- Auditing financial information.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements
- Analysing accounts and business plans
- Providing tax planning services with reference to current legislation
- Financial forecasting and risk analysis
- Dealing with insolvency cases
- Negotiating the terms of business deals and moves with clients and associated organisations
- Meeting and interviewing clients
- Managing colleagues, workloads and deadlines
- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations
- Prepare Salary Reports and Flow.

2009 -2012 - **Data Entry Operator**
                  Vodafone Communications

- Maintains database by entering new and updated customer and account information.
- Prepares source data for computer entry by compiling and sorting information.
- Processes customer and account source documents by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or re-entering data.
- Purges files to eliminate duplication of data.