



## MUHAMMED SAFWAN MK

ACCOUNTANT, AUDITOR-, M.Com (1<sup>ST</sup> Year), B.Com (Finance)

LOCATION: AL QUSAIS, DUBAI, UAE

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### CORE COMPETENCIES

- IFRS
- Internal Audit
- External Audit
- General Ledger
- Accounts Receivables
- Accounts Payables
- Month End Closure Processes
- Payroll processing
- Reconciliations
- Financial Analysis & Reporting
- Budget Management
- Project Management
- VAT
- TDS
- GST

### SKILLS

- ERP: SAP FICO, Quick Book, Peach Tree, Tally ERP
- Excel, Word, Power Point and Outlook.
- Google sheet, google Calendar and Gmail.
- Advanced Excel Functions (Pivot Table, Data Validation, Conditional Formatting, Multiple VLOOKUP, Index, Match, Sumifs etc..)

### PROFILE

I am a qualified Bachelor of Commerce (Bcom), Pursuing Master of Commerce (passed 1<sup>st</sup> year) with 2 years of experience in Audit/ Finance department seeking to leverage my educational background in conjunction with experience at leading Chartered Accountant Firm M/s TOG.

### PROFESSIONAL SUMMARY

- Experienced Auditor served in various entities such as Proprietorship, Partnership, Cooperation and Charitable organization.
- Specialist in research and analysis of financial information and report to management on Audit reporting, budgeting, forecasting & support in decision making.
- Hands on experience of leading accounting software packages which includes Peach Tree, Tally ERP 9.0
- Ability to work with high level of integrity, accuracy and attention to detail.
- Capable of working independently and adapt to rapid change.
- Strong analytical, interpersonal skills and proactive approach with a collaborative, team-based approach.

### WORK EXPERIENCE

**Audit Assistant- Business Advisory & Assurance Services** (Feb-2019 to Present)

**TOG FIRM - KERALA, INDIA**

- Internal Audit Experience with various types of entities and organizations and company out-audit experience with Senior Chartered Accountant.
- Prepare and analyze financial record for accuracy, verify assets and liability by comparing items to documentation.
- Preparing financial report and ensuring compliance with tax regulation and identifying financial strength and weakness.
- Study, inspect and assess, Budget, Balance Sheet and other related Financial Statements and records.
- Review and recommend changes in Internal Audit Controls.
- Check all accounting and clients' databases are updated and functioning properly.
- Verify and inspect Accounts Receivable, Payable ledger and General Ledger for its accuracy and also check, inspect bank deposit and payment.
- Check and verify Books of Accounts and records are in conformity with industry practice.
- Reviewing the work of team members and ensuring that the audit observations pointed out are genuine and supported by sufficient appropriate audit evidence.

## CAPABILITIES

- Handling all Internal and External Audit Activities.
- Handling all General Accounting Activities, preparing Budgets and MIS Reports.
- Proven ability to handle multiple Responsibilities in an effective Manner.
- Effective communication skills With interpersonal strengths and high degree of professional integrity.

## Accounting Services

- Preparation of VAT/ GST return.
- Maintain general ledger and all books of Accounts up to Final Accounts and Balance Sheet.
- Assisted with the preparation and implementation of Regional Budgets of sales and cost.
- Prepare monthly Income statements, Balance Sheets and Cash flow statements (both consolidated and segment wise).
- Maintain Accounts Receivable records and ensure aging is up to date, check for credits applied, uncollectible amounts followed up and accounted for and any miscellaneous differences cleared.
- Preparation of analysis reports such as Variance Analysis, Cash Flow Analysis and Profitability Analysis.
- Preparation of monthly management report and accompanying schedules, worksheets and narratives, including "Budget vs Actual" Variance Analysis Reports to determine difference between projected & actual results further implementing corrective actions.

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## TRAINING

- Advanced Financial Management Program by TOG Firm.
- Financial Modelling Program by TOG Firm

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## EDUCATION

**Master of Commerce (Mcom)**- Pursuing Final Year- Exam Scheduled on May 2021  
Annamalai University, India

**Bachelor of Commerce (Bcom)**: May-2018  
Kannur University, India

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## PERSONAL DETAILS

Date of birth : 18-Oct-1996

Languages known : English, Malayalam, Tamil and Hindi.

Nationality : Indian

Visa status : Visit Visa

Passport number : M4624804

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## REFERENCES

- CA to Gangadharan FCA- TOG Office, Kannur, Kerala, India  
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