



MUHAMMED SHAVAD KM

FINANCE PROFESSIONAL

CONTACT



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Dubai, United Arab Emirates

OBJECTIVE

Seasoned finance professional with a solid foundation in financial reporting, VAT compliance, and customer engagement, proficient in utilizing advanced software tools including Tally Prime, Oracle Software, and Microsoft Office Suite. Committed to driving financial accuracy and enhancing client satisfaction, actively seeking a challenging Accountant position within a forward-thinking organization. With a proven track record of optimizing financial operations and a strong commitment to excellence, ready to leverage skills and experience to contribute to the financial success and operational efficiency of the team.

EDUCATIONAL QUALIFICATION

Diploma in Aviation, Hospitality, and Travel Management, 2017

BBM – Bachelor of Business Management, 2016
- Mangalore University, Sullia, Karnataka, India

Higher Secondary Education, 2013
- Board of Secondary Education, Kerala, India

PROFESSIONAL QUALIFICATION

Certificate Course in Computerized Accounting in Tally, 2013

- G. Tec Institute, Kasaragod, Kerala, India

SKILLS

- Financial Reporting
- VAT Compliance
- Payment Processing
- General Ledger Management
- Accounts Payable & Receivable
- Bank Reconciliation
- Profit & Loss Analysis
- Cash Flow Management
- Document Control
- Customer Service Excellence
- Query Resolution
- Sales Promotion
- Relationship Building
- E commerce Accounts

SOFTWARE PROFICIENCY

- TALLY PRIME
- RETAIL X
- IDS SOFTWARE
- MICROSOFT OFFICE SUITE

PERSONAL DETAILS

Nationality: India
Visa Status: Employment visa up to 27/12/2024
Passport No: N4110302
Driving License No: 341267
Marital Status: Married
Date of Birth: 21st May 1995
Languages: English, Hindi, Malayalam

WORK EXPERIENCE

Senior Accountant

M Y World Trading LLC (FMCG)

August 2022 – Present

Responsibilities

- Handling the accounts of E commerce platform like Amazon, Noon, Talabat, and Careem
- WPS Management: Ensure timely salary disbursements.
- Shipment Clearance: Facilitate regulatory-compliant shipment clearances.
- Financial Reporting: Produce concise monthly performance reports.
- Cash Flow Management: Monitor and maintain liquidity.
- Compliance and Auditing: Ensure legal adherence and audit integrity.
- Accounts Reconciliation: Reconcile financial statements for accuracy.
- Vendor Relations: Manage and negotiate vendor terms.
- Budgeting and Forecasting: Support budget preparation and projections.

Accountant General

Gift Mart General Trading, Ajman, UAE

May 2018 – July 2022

Responsibilities

- Purchase Bill Verification: Verified bills, prepared cheques.
- VAT Submission Documentation: Prepared VAT compliance documents.
- Payment Processing: Managed payment/receipt vouchers.
- Financial Coordination and Follow-up: Oversaw ledger and accounts management.
- WPS Management: Managed WPS and fund deposits.
- Profit and Loss Management: Generated P&L statements, assessed worth.
- Financial Audits and Reconciliation: Audited and reconciled accounts.
- Documentation Control and Banking Operations: Handled documents, bank deposits.

Receptionist

Mermaid, Cochin, India

May 2017 – February 2018

Responsibilities

- Guest Reception: Assisted visitors and managed inquiries.
- Inquiry Coordination: Directed inquiries for accurate information sharing.
- Visitor Guidance: Guided visitors using directories.
- Security Protocols: Monitored entry points and managed security logs.
- Communication Management: Handled calls and messages.
- Operational Support: Aided in mail handling and scheduling.
- Documentation Control: Kept detailed visitor records.
- Safety Measures: Implemented safety procedures.

Customer Relationship Officer

Bharati Airtel Ltd, Kerala, India

September 2016 – April 2017

Responsibilities

- Customer Support: Resolved customer queries and issues.
- Sales and Services: Boosted engagement with sales support.
- Bill Management: Managed efficient bill payments.
- Product Promotion: Promoted products to increase awareness.
- Customer Retention: Applied strategies for loyalty.
- Feedback Collection: Collected feedback for improvements.