

**MUHAMMED AFRAN P.**  
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### CAREER OBJECTIVE

To work in a challenging environment that best utilizes the knowledge and skills acquired by me, besides giving me an opportunity to contribute towards the organizational goals and enhance my skills.

### ACADEMIC CAREER

- Bachelor of Commerce, University of Kannur, India (*Jun 2015 - Apr 2019*)
- Diploma in Indian and Foreign Accounting from International Association of BookKeepers (IAB) (*Feb 2019*)
- Courses - SAP Courses ACKA1, ACKA2, ACKA4 / Tally ACE

### PROFESSIONAL EXPERIENCE

**Tara/Alonsa Group of Companies (Divisions are:Textiles/Electronics and Home Appliances/Lubricants/General Trading) - Dubai, UAE.**

**Accountant cum Marketing Administration, (Jan 2020 - Present)**

- Assisting the chief accountant for the Textile Division.
- Perform Bookkeeping activities using Tally accounting software.
- Posting of Purchase, sales, payment receipts, & Journal Vouchers.
- Accounts Receivable / Payable maintenance and follow up with clients.
- Checking and verifying bank statements and preparing the monthly reconciliation.
- Maintaining petty cash.
- Assisting financial manager for preparation of final accounts.
- Preparing bank reconciliation statement.
- Provide accurate, timely, and relevant recording, reporting and analysis of financial information.
- Assisting auditors for VAT Return calculations.
- Stock control and Maintaining proper file management.

**Marketing & Administration of Alonsa Gulf Fzco (Division of Lubricants - under the brand Goodyear USA). Dubai - UAE.**

We are the major Licensee to manufacture & distribute the Lubricants Under the brand Goodyear Lubricants in 25 Countries.

- Direct reporting to MD & I am a team member with MD & Other higher officials.
- Involved from the time of Launching & development of the brand.
- In the Span of 1 year established the market for 10 Countries.
- Communication with customers and coordinate with the leads.
- Responsible for making leads & enquiries through Online Data.

- Providing the Prices & sales support and to communicate with customers
- Making Invoice & Other shipment documents.
- Stock Monitoring.

#### **AMH & Associate (Chartered Accountants) - Kerala - India**

##### **Accounts cum Audit Executive, (Nov 2018 - Dec 2019)**

- Reporting to Chief Auditor.
- Designing of Chart of Accounts as per the requirements of clients. Directs the maintenance of general and subsidiary ledgers for Clients
- Responsible for Accounts Receivables and Payables.
- Monitors daily cash position and budgeting.
- Checking and verifying bank and monthly reconciliation
- Helping in implementation and supervision of internal control.
- Preparation of Financial Statement complying with the relevant accounting standard.
- Verification of documents prior to final audits of companies.
- Verification of petty cash and other cash purchase invoices.
- Preparation of Receipt vouchers against the various incomes received and its deposits.
- Verification of Invoices with LPO and process for payment.
- Preparation of Sales tax and Income Tax returns for Clients.

#### **PERSONAL STRENGTH**

- Good presentable personality with good communication skills.
- Ability to perform and deliver as a team, self -motivated, hardworking, and systematic.

#### **PERSONAL PROFILE**

|                 |   |                                  |
|-----------------|---|----------------------------------|
| Date of Birth   | : | 10-July-1997                     |
| Gender          | : | Male                             |
| Marital Status  | : | Single                           |
| Nationality     | : | Indian                           |
| Languages known | : | English, Malayalam, Hindi, Tamil |
| Visa Status     | : | Employment Visa                  |

#### **ACHIEVEMENTS**

- Participated a National level management fest "zestaura 2k16" conducted by Govt.College Madappally. Kerala - India
- Completed on the Job Training as a part of Marketing and Salesmanship.
- Best NSS volunteer.
- Trade certification in Marketing and Salesmanship.

*Reference upon request*