

# MUZAMMIL S V

DUBAI, UAE

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## PROFFESIONAL OBJECTIVE

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Exploring career progression opportunities with full of challenges in leading organizations, where I can utilize my professional skills and leadership qualities to make a tangible contribution to the growth and profitability of the organization and myself. I strive to join in a growth oriented organization which demand sheer hard work and higher responsibility where I can contribute my knowledge and skills for mutual benefit and growth with the opportunities provided.

## KEY SKILLS

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- Proficient in MS Office applications
- Proficient in accounting software
- Expert in operating SAP & Oracle
- Office Administration
- Writing & Verbal Communication
- Client Relation
- Complaint Handling
- Data Entry / Records Management
- Good team player and leadership skills
- Co-ordination and time management
- Interpersonal Skills
- Teaching & Teaching assistance skills

## PROFESSIONAL EXPERIENCE:

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### **Safaal Aluminium Rolling Mills – Kerala INDIA**

Position: **Accountant (July 2020 to Oct 2021)**



- Preparing accounts and tax returns
- Monitoring spending and budgets
- Auditing and analyzing financial performance
- Financial forecasting and risk analysis
- Advising on how to reduce costs and increase profits
- Compiling and presenting financial and budget reports
- Ensure that financial statements and records comply with laws and regulations
- Keeping account books and systems up to date.

## Accountants Service Society – Kerala INDIA



Position: **Accountant (Jun 2019 to Jun 2020)**

- Preparing accounts and tax returns
- Monitoring spending and budgets
- Auditing and analyzing financial performance
- Financial forecasting and risk analysis
- Advising on how to reduce costs and increase profits
- Compiling and presenting financial and budget reports
- Ensure that financial statements and records comply with laws and regulations
- Keeping account books and systems up to date.

### TECHNICAL CERTIFICATIONS

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- Diploma in Corporate Accounts and Management in 2020
- Tally ERP9
- GST Training
- SAP (Finance & Controlling)
- SAP (Material Management)
- DUBAI/UAЕ /GCE VAT

### EDUCATION

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- ✧ Bachelor of Commerce
- ✧ Higher Secondary School
- ✧ Grade School

### PERSONAL DETAILS

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- Date of Birth : 16<sup>th</sup> March 1998
- Nationality : Indian
- Languages : English, Malayalam, Tamil, Hindi & Arabic (Partial)
- Passport Number : U5325336
- Passport Expiry : 10<sup>th</sup> December 2029
- Visa Status : Visit Visa

### DECLARATION

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I hereby solemnly declare that the all the statements made in the above resume are true and correct in the best of my knowledge and belief.

**MUZAMMIL SV**

