



## CONTACT

Email: muhammedaflad@gmail.com

Phone: +971 568070668

Location: Dubai, UAE

Linked In: Muhammed Aflad T

## PERSONAL DETAILS

DOB: 14/01/1995

Nationality: Indian

Marital Status: Single.

Passport No: M0096685

Expiry: 15/07/2024

Visa Status: Visit Visa,

Expires on 25<sup>rd</sup> July 2022.

Covid-19 Vaccinated: Covishield

## COMPUTER PROFICIENCY

### ➤ SAP

- **ACK A1- KA For Accounts Payable**
- **ACK A2- KA For Accounts Receivable**
- **ACK A4- KA For Management Accounting**

### ➤ INDIAN AND FOREIGN ACCOUNTING.

- **TALLY ERP 9,**
- **PEACHTREE,**
- **QUICKBOOKS.**

### ➤ MS Excel, MS Word, MS PowerPoint.

## LANGUAGES

English

Hindi

Malayalam

Arabic

## EXPERTISE

- Financial Analysis.
- Basic Audit procedures.
- Accounts Payables & Receivables.
- Payroll Remittance.
- Banking & Supervising.
- Inventory Management.
- GST Billing & VAT Invoicing.

## KEY SKILLS

- Sincere & Hardworking
- Quick Learner.
- Decision Making.
- Time Management.
- Ability to work under pressure & Multi Tasking.

# MUHAMMED AFLAD T

Accounts & Finance

## PROFILE

Accurate and immensely motivated finance graduate and a result-oriented accounting professional with broad knowledge of management and accounting. Now seeking a responsible position in a reputed company that offers genuine room for progression and where I can make a significant contribution.

## CAREER SUMMARY

### Orthocare Dental/Orthodontic Lab & Materials, Kerala, India.

Accountant

September 2019 to September 2020

- Working with **Tally ERP9, Excel Sheets**
- Verifying allocating and posting all **accounting transactions.**
- Preparing of **Sales orders and Sales Invoices.**
- **Petty Cash Handling.**
- **Accounts Receivables and Payables management.**
- Monitoring **Cash Sales and Credit Sales.**
- Banking Functions (**RTGS, NEFT, Cheque Deposits**).
- **GST Filling and E-Way Bill Filing.**
- **Reconciliation of Statements.**
- **Day Book Keeping.**

### AAMI'S WEDDING COLLECTIONS GROUP, India, Kerala

Accountant

August 2017 to August 2019

- Managing all **Financial & Accounting Transactions.**
- Preparation of **Tax Invoice, Debit Note, Credit Note & Dispatching/Gate Pass.**
- Preparation of **Monthly Receivables and Payables Statement.**
- Handling outstanding payments and issuing **Post Dated Cheque (PDC)** and preparing statements to sundry creditors through **E-mails & call.**
- Banking Functions (**RTGS, NEFT, Cheque Deposits**).
- Recording and processing of **Direct and Indirect Expenses.**
- Review and preparation of **Payroll Statement.**
- Ensuring smooth running of day today Business through proper **supervision.**

### ABC Sales Corporation, ABC Group India Pvt Ltd.

Accounts Assistant

June 2016 to March 2017

- Management and Recording of **Daily Accounting & Financial Transactions.**
- Making of **Advance Payments for purchase order.**
- Reconciliation of **Accounting Statements.**
- Assisting Chief Accountant for **Monthly and Yearly closings.**
- Banking Functions (**Cash Deposits & Cheque Deposits**).

## EDUCATION

### Advanced Diploma In Computerized Financial Accounting.

College of Commerce, Kannur, Kerala | 2016-2017.

### BACHELOR OF COMMERCE (Co-Operation)

College of Commerce, Kannur, Kerala, Kannur University | 2014 - 2017

### HIGHER SECONDARY EDUCATION

Kaoser English Medium School, CBSE | 2014

### SECONDARY EDUCATION

Kaoser English Medium School, CBSE | 2012

## DECLARATION

I hereby declare that all the above mention details are true and best of my knowledge and Belief.

**MUHAMMED AFLAD T.**