



MUHAMMED AFLAD T

Accounts & Finance

CONTACT

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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 25th 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.

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 Filing 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.