

RESUME

MUFAD P K

Career objective to have a growth oriented, challenging career in tasks relating to accounting, finance, audit and assurance or taxation where I can contribute my knowledge and skill to the organization and achieve the professional experience through continuous learning & teamwork.

EDUCATION

- BA Hons. in International Business and Finance from University of the West of Scotland.
- ACCA FINALIST (Association of Chartered Certified Accountant UK).
- CIMA FINALIST (Chartered Institute of Management Accountants UK).

CERTIFICATES

- Diploma in Computerized Financial Accounting.
- Practical Training Program On GCC VAT Procedure.
- Practical Audit Training.

PROFESSIONAL EXPERIENCE

❖ Accountant- Moda Casa LLC

Duration: March 2020 – May 2020.

ROLES AND RESPONSIBILITIES

- ✓ Post and process journal entries to ensure all business transactions are recorded
- ✓ Update accounts receivable and issue invoices
- ✓ Update accounts payable and perform reconciliations
- ✓ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- ✓ Assist with reviewing of expenses, payroll records etc. as assigned
- ✓ Update financial data in databases to ensure that information will be accurate and immediately available when needed
- ✓ Prepare and submit weekly/monthly reports
- ✓ Assist senior accountants in the preparation of monthly closings
- ✓ Assist with other accounting projects.



Contact Details

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+971568154512

Personal Information

Date of Birth : 11 March 1998

Sex : Male

Nationality : Indian

Marital Status : Single

Passport No : S8906616

Visa Status : Visit Visa

Visa Expiry : 31 December 2020

Languages

English, Malayalam, Hindi, Arabic

Computer Skills

Accounting softwares

- MS Excel
- Keen user of internet.
- Tally ERP 9
- Peachtree
- Quick Books 2013
- Xeno ERP
- Infomart 8i
- Smart Accounting

DTP Softwares

- MS Office

❖ Accountants Manager- Safari Supermarket

Duration: January 2019 – October 2019.

ROLES AND RESPONSIBILITIES

- ✓ Preparing balance sheet and income and loss statement. Handling preparation and filling of tax returns and compliance issues.
- ✓ Daily Transaction and closing of Accounts works.
- ✓ Entering journals and ledger verification.
- ✓ Daily Fund management.
- ✓ Preparing/Review invoices and delivery notes.
- ✓ Petty Cash handling/Checking.
- ✓ Vendor statement analysis and its payments.
- ✓ Daily invoice documentation.
- ✓ payment preparation and processing.
- ✓ Follow-up with vendors, queries regarding with due cheque.
- ✓ Posting of entries in production, consumption etc.

❖ Accountant – Grainly Foods LLP

Duration: August 2017 – December 2018.

ROLES AND RESPONSIBILITIES

- ✓ Preparing/Review invoices and delivery notes.
- ✓ Petty Cash handling/Checking
- ✓ Vendor statement analysis and its payments.
- ✓ Daily invoice documentation.
- ✓ payment preparation and processing.
- ✓ Posting of entries in production, consumption etc.

COURSE PROJECT

- ❖ A study on effectiveness of working capital management in Pilot Smith (India) private Ltd for a 5 years of time

PROFESSIONAL SKILL

- ✓ Knowledge in performance management and costing techniques.
- ✓ Preparation of Financial statements such as statement of profit or loss, Statement of financial position, Statement of Changes in Equity, statement of cash flow.
- ✓ Knowledge in performance with ROI, RI and various ratios such as profitability ratio, liquidity ratio, Gearing ratio, and Investor ratio.
- ✓ Knowledge in consolidating statement of Financial position and statement of profit or loss SUBSIDAIRIES and ASOCIATES.
- ✓ Ability to work in any operating system.
- ✓ Know-how on International Financial Reporting. Standards(IFRS), International Accounting Standards (IAS).