



# MUHAMMAD MUKSITH

## ACCOUNTANT

Hamdan Street, Abu Dhabi, UAE | +971-504668601  
muksithcr06@gmail.com

An articulate, focused and capable accounting professional who has a natural ability to solve accounting and financial problems, having the business and financial expertise of four years and capable of driving the operational and financial performance of the organization by using detailed management techniques to influence decision making in the upper echelons of the company.

Currently open to work as an **Accountant** in any industry in UAE who is committed to hire a dynamic workforce.

## EXPERIENCE

JAN 2020 – JAN 2022

**ACCOUNTANT**, GENERAL INSURANCE CO. PVT. LTD.  
MANGALORE, KARNATAKA, INDIA

JULY 2018 – DEC 2019

**ACCOUNTANT**, BHARTI AIRTEL SERVICES LTD.  
UPPALA, KERALA, INDIA

## EDUCATION

MARCH 2018

**BACHELOR OF COMMERCE (B.COM)**,  
MANGALORE UNIVERSITY, KARNTAKA, INDIA

## SKILLS

- Exceptional competency in liaising with banks, auditors, Sales and legal departments.
- Excellent organizational skills with the capacity to deal with multiple tasks at the same time.
- Sales & marketing, Account reconciliations, accrual accounting, budgeting processes, and payroll.
- Ability to deal with vast amounts of financial data.
- Numeracy skills, credit control, updating spreadsheets, and MS Office and Excel.
- A team player with outstanding oral and written communication skills.

## RESPONSIBILITIES

- Preparing monthly financial accounting statements.
- Writing up accurate financial reports on daily and weekly basis.
- Preparing ledger Account, Purchase Register, Sales Register, and Cash Registers.
- Preparing journal entries complete with records for all transactions of Account Receivable and Account Payable.
- Assisting line manager in monthly & annual budget preparations and conducting monthly management meetings.
- Reconciling cash advances on a monthly basis and investigating any accounting discrepancies.
- Raising purchase orders and reporting on any outstanding invoices or accounts.
- Identifying and recording incoming electronic payments and invoice tracking.
- Maintaining spreadsheets to accurately report on revenues and expenditures.
- Performing basic analysis of accounts and accruals and payroll accounting.
- Counting and balancing petty cash at the end of each month.

- Ensuring that controls are in place to maintain the confidentiality of all financial information.
- Oversee front office and carrying out all other administrative & operational duties like organizing business travels / itineraries, managing hotel bookings, upholding workers' training record & absenteeism, Printing & Scanning, Data Entry, Electronic & Hard-copy file managing & documenting, and other clerical duties as and when requested.

## PERSONAL DETAILS

Date of Birth : 08<sup>th</sup> July 1997  
Gender : Male  
Marital Status : Single  
Nationality : Indian  
Religion : Islam, Sunni  
Languages : English, Hindi, Kannada, & Malayalam

### **Passport Details:**

Passport # : U5771196  
Date of issue : 04<sup>th</sup> Feb 2020  
Place of issue : BENGALURU  
Date of expiry : 03<sup>rd</sup> Feb 2030