

MIZAJ MUHAMMED ALI

CMA USA - ACCOUNTS & FINANCE



CONTACT INFO

- +971 56 8442395
- mizajmuhammedali@gmail.com
- [LinkedIn Profile](#)
- DUBAI

EXPERTISE

- Financial Analysis and Accounting.
- Assessment of internal control.
- Management Accounting.
- Cost Accounting.
- Basic Audit Procedures.
- Planning and Forecasting.
- Financial Reporting.
- Knowledge in US GAAP & IFRS
- Cost Volume Profit (CVP) and Ratio Analysis.

IT SKILLS

- MS Excel (V-Lookup, Pivot Table)
- MS Word
- Quick Books
- Tally ERP9
- Peachtree

CERTIFICATIONS

- TallyACE.
- Data Analytics and Visualization Fundamentals
- Blockchain 101
- IMA Excel 365

PERSONAL DETAILS

Date of birth : 30 May 1997
Nationality : Indian
Languages : English, Malayalam, Hindi(Basic)
Passport No. : S5265193
Expiry : 02/09/2022

OBJECTIVE

To be part of an organization that offers international Accounting and Financial work exposure which will allow me to develop and enhance my skills and knowledge as a management accounting professional.

EXPERIENCE

ACCOUNTS CUM AUDIT ASSISTANT

SRVC & Company, Chartered Accountants (Oct 2021 – May 2022)

- Assist with the preparation, analysis and verification of Accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Tax return filing and Tax audit.
- Audit of Private limited companies, Partnership firms and Proprietary concerns.
- Performing reconciliations of accounts.
- Managing Accounts receivable and payables.
- Support monthly, quarterly and annual closings.
- Coordinating internal and external audits.
- Prepared invoices, expense reports, and payment memos.
- Correct and modify inaccurate files and records.
- Verifying balances in account books and rectifying discrepancies.

ASSISTANT ACCOUNTANT

Max Well Manufacturers, Kerala (Apr 2020 – Sep 2021)

- Handling of accounts receivables and payables.
- Preparing financial statement.
- Reconciliation of bank accounts and petty cash handling.
- Maintain accurate and effective system of data entry.
- Cost evolution and recommending cost controlling strategies.
- Receive, respond and deal to relevant queries and requirements within minimal time frame.
- Processed payroll on both weekly and monthly.
- Analyze job cost report and investigate variances between actual and estimated cost.

EDUCATION



IMA's Certification for
Accountants and
Financial Professionals
in Business

Certified Management Accountant (CMA USA) is a professional certification credential in the management accounting and financial management fields. CMA is US based globally recognized certification offered by Institution of Management Accountants (IMA).

MCOM (MASTER OF COMMERCE) (MADURAI KAMARAJ UNIVERSITY
| 2019-2022