



## Muhammed Asnim

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Dubai, UAE

### CAREER OBJECTIVE

To work with a reputable firm that utilizes my educational skills in achieving common goals of organization and enables me to make a positive contribution towards the growth of the company.

### EDUCATIONAL QUALIFICATION

Course	Institution	Board / University	Year of passing	Percentage
MBA(Marketing/HR)	Sambhram academy of management studies	Banglore	July-18	64.25%
B.COM(Finance)	AV Abdurahiman Haji Arts and Science College	Calicut	Apr-16	62.50%
H.S.C.	N.H.S.S No Chad	Kerala Board	Mar-12	78.25%
S.S.C.	N.H.S.S No Chad	Kerala Board	Mar-10	73.00%

### WORKING EXPERIENCE

**Blue eyes Trading WLL (Doha Qatar)**  
**General Accountant**

**2018 – 2020**

Roles & Responsibilities:-

- Ensure accurate and timely monthly close activities
- Prepare monthly account reconciliations
- Present all monthly and year-end financial reports
- Review and verify accuracy of reported data
- Analyze and interpret financial reports and records
- Report on variances
- Present corrective action recommendations
- Ensure compliance with all statutory and company requirements
- Review accounts payable and accounts receivable
- Prepare tax schedules
- Prepare for and coordinate internal and external audit processes
- Develop and implement internal controls and procedures
- Produce analyses regarding capital asset acquisitions
- Manage fixed asset process and policy
- Supervise and develop accounting team of 5 members

### CONFERENCE/ WORKSHOP

- Participated in checkmate 9<sup>th</sup> International Conference 2017
- Participated national service scheme 7 days leadership camp 2015
- Participated in international golden falcon karate championship

## SUMMER PROJECT AND DISSERTATION

- An organisational study on kadathanad ayurvedic pharmacy 2015
- Study on working capital management of ULCC Ltd Vadakara 2017

## ACHIEVEMENTS/ ACTIVITIES

- Participated debate in Sambhram academy of management studies senior college 2017
- Former editorial board member in AVAH arts and Science College
- Former executive member in national service scheme India
- Participated in business plan competition 2016
- Volunteered in the organisation of intercollegiate business quiz competition in Allana institute of management science 2016
- Participated in judo, purple belt holder in international golden falcon karate

## EXPERTISE/QUALITIES

- Leadership qualities
- Self-motivated and ability to work own initiative
- Adaptable in nature and ability to work under pressure
- Great Customer Relationship Skills and Motivator
- Negotiation skills and ability to work with personnel from all levels
- Flexibility and Good Time Management Skills
- Ability to perform under pressure
- Committed to my work
- Good speaker and trainer

## TECHNICAL EXPOSURE

- Computer Operations of M.S Office and Internet
- Tally ERP 9
- Microsoft excel

## PERSONAL INFORMATION

Name : Muhammed Asnim  
Date of Birth : 21<sup>st</sup> Nov 1994  
Gender : Male  
Marital Status : Single  
Nationality : Indian  
Passport No : T0185636  
Driving License : Valid Indian driving license  
Languages Known : English, Hindi, Tamil, Arabic and Malayalam

## DECLARATION

I consider myself familiar with Management Aspects. I am also confident of my ability to work sincerely as a team-member.

I hereby declare that the information furnished above is true to the best of my knowledge.

*(Muhammed Asnim)*

