



MUHAMMAD NIZAM

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Dubai, United Arab Emirates

CARRIER OBJECTIVES

To excel in position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me. I can perform well in my field, and I assure to uphold your quality standards, policies and procedures. I am hard working person and have the ability to work in a team and ready to cooperate.

EXPERIENCE

ACCOUTANT

IPAS Group of Advisory Services, Kerala, India

05 September 2022 – 12 October 2023

I am assisted the Firm with GCC VAT calculation

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Preparation of ageing report (Receivable and Payable).
- Petty Cash Management.
- PDC cheque management.
- Reconciliation of bank and inter companies.
- Preparation of cash budget and sales analysis report.
- Indirect tax compliance and return filing & maintenance of
- Invoicing

SKILLS

- Hard working.
- Multitasks.
- Time management.
- Handling pressure.
- Team spirit and interpersonal skills.
- Focused.
- Flexibility to work in shifts.
- Good organizational and time management skills

EDUCATION

B. Com from GYAN VIHAR University
Higher Secondary
High School

PRO QUALIFICATIONS

- **Certified Industrial Accountant (certificate no 2310259)**
- Knowledge in Indian Tax system- income tax TDS
- MS Office
- GST and E-filing
- Tally Prime, Tally ERP 9
- General Ledger Accounting
- Advanced Accounting
- Final Accounting
- Business communication

LANGUAGES

- English – Fluent
- Hindi – Intermediate
- Malayalam – Native

PERSONAL DETAILS

Date of Birth: 26-12-2000
Marital Status: Single
Gender: Male
Nationality: Indian
Visa Status: Employment Visa

DECLARATION

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