



Muhammad Alayil

Senior Accountant

Email:-

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Address for Communication:-

Deira

Dubai, UAE

Mob: +971568483897

Visa details:-

Visa type: Cancelled Visa
(Transferrable)

Visa Expiry: 17-07-2022

Computer and Accounting software skills:

- Expert in Tally ERP.
- Excellent knowledge and strong MS Excel Skills.
- MS office word.
- Power point.
- Peach tree Software skills.
- QuickBooks Software Skills.
- Zoho Books software basic Skills.
- Focus software basic skills.
- SAP Business one basic skills.
- Speed type writing skills.
- Outlook.

Languages Known :

English(Fluent)

Hindi (Fluent)

Arabic (Not Fluent)

Malayalam (Native)

Tamil (Fluent)

CURRICULAM VITAE

OBJECTIVE

A suitable position in *Accounts / Finance* with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

HIGHLIGHTS

- 8 Years UAE experience as a Senior Accountant.
- Holds bachelor degree in commerce (**B.Com**) in Calicut University, India
- Well experienced in computerized accounting
- Excellent knowledge and experience in M S Excel
- Have detailed knowledge of accounting procedures, finance management, liaison with banks, develop & nurture client relations, & costing aspects.
- Possess excellent analytical, management, administration & problem solving skills.
- Committed to work, adaptability, and goal-oriented person. Problem solving abilities, comfortable with teamwork, good coordination and persuasion skills
- Excellent communication skills with self- motivation and dedication
- UAE Driving License holder.

WORK HISTORY

➤ **Al Baraq Steel Works LLC, Ajman, RAK and UAQ.**

Nature of Business:- Design, Fabrication, Supply and Erection of building Structures and Sheets.

Flash Building Contracting LLC, Ajman, UAQ

Nature of Business : Civil Construction

(Both companies are owned by same management)

Designation : Senior Accountant.

Duration : 22-May-2014 to 25 June 2022.

Duties and responsibilities

- Provide timely and accurately financial report, MIS report to management.
- Prepare monthly Financial Statement, Trial balance, Profit or Loss Account and Balance Sheet according to the IFRS accounting process.
- Financial Analysis, Budgeting and forecasting.
- Quarterly VAT Return and Filing.
- Bank statement Reconciliation.
- Debtors and Creditors ledger Reconciliation.
- Inner companies ledger Reconciliation.
- Prepare Cash Flow & Fund Flow statement.
- Accounts payable and Receivable & Follow up.
- Processing for trade finance including Letter of Credit (LC), STL, Bank Guarantee etc...
- Cheque preparation , Electronic fund transfer and PDC Management.
- Sales Invoicing and Credit control
- Project / Job Costing.
- Prepared for Month end closures and Year end closures.
- Ensure reconciliation sub ledgers and General ledgers are performed in regular basis.

Personal Attributes :-

- Good Interpersonal Skill.
- Willing to learn and determined.
- Extreme dedication.
- Work under pressure and good team leader.

Personal Data:-

Date of Birth : 28th May 1991
Sex : Male
Nationality : Indian
Marital Status : Married

Passport details :-

Passport No : V9225219
Date of Expire : 11/05/2032

Driving License details:-

LMV Automatic License
License No: 165339

Employment reference

Employment reference will be provided up on request.

- Posting purchase invoice and Subcontractor invoice against LPO or Contract.
- Staff Benefit Calculation (Leave salary and Gratuity)
- Assist junior accountant for petty cash, book keeping, issuing general insurance & workmen compensation insurance, Payroll and WPS Process.
- Fixed Asset booking and Depreciation calculation.
- Liaison with clients, Bank's RM, Internal & External auditing team.
- Develop and Maintain good relationship with clients and suppliers

➤ **Tax Matters** (Income Tax and Commercial Tax practitioners) **Vadakara, Kerala, India**

Designation : Accountant

Duration : 01st June 2013 to 07th February 2014

Duties and responsibilities

- Supporting meeting with clients.
 - Advising clients about the tax preparation process.
 - Preparing and submitting tax returns for clients.
 - Handling communication from clients and tax authorities.
- ### ➤ **Al Masakn Associates** **Nadapuram, Kerala, India.**
- Nature of Business : Trading and Contracting Aluminum and SS Steel works.
- Designation : Accountant cum Administrator.**
- Duration : 04th April -2012 to 15th April 2013**

Duties and responsibilities

- Provide timely and accurately financial report , MIS report to owner.
- Bank reconciliation.
- Ledgers reconciliation.
- Payment receivable follow up.
- Accounts payable.
- Tax return to government.
- Maintaining and records and book keeping.
- Project costing and analysis.
- Develop and maintain good relation with clients.
- Responds to clients inquiries.

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce (**B.Com** with Computer Application)
University of Calicut, Kerala India.
- Advanced Diploma in Financial Accounting (ADFA) in college of commerce, Kerala, India.
- HSSC (Government of Kerala, India)
- SSLC (Government of Kerala, India)

DECLARATION

I certified that all the information above is true and reference are available if they are needed hoping that my experience will be useful to you.

Muhammad Alayil