



MOHAMED HAFIZ

Expert accounts bringing two years of expertise in finance.
Effectively manages assignments and team members. Dedicated to self-development to provide expectation-exceeding service.

CONTACT

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- India
- Single
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ADDITIONAL INFORMATION

- Passport no : R1149381
- Visa Status : Visit Visa

EDUCATION

04-2018
B.COM FINANCE
Calicut University

CMA USA
Institute of Management Accountant(IMA))
(Pursuing)

EXPERIENCE

Junior Accountant

CA MARZOOQ & Co - kerala, india

- Accounting and Book keeping process
- Created and maintained journal entries, maintaining exceptional accuracy throughout.
- Thoroughly reviewed financial statements and tax audits to correct any discrepancies.
- Financial system analysis and implementation
- Internal audit of Financial system
- Preparing and filing GST returns
- Ensure the companies financial documents and which stand with laws and regulations
- Final account preparation and Preparing Provisional /projected report
- Kept data safe and secure by performing data backups on external devices and cloud servers.
- Communicate effectively with clients.

Accountant

M A ENTERPRISES - India

- Recording and categorizing incomes & expenses, and preparing financial reports
- Analyzing financial data and recommend ways to help the organization run proficiently
- Manage, tracking and controlling on petty cash expenses and other related expenses
- Reconciling ledger mainly with Supplier accounts and Bank accounts
- Extensive follow up system for receivable and managing payables
- Cross checking and verifying all suppliers/customers purchase orders and invoices
- Daily review and reconciliation of cash and bank
- Prepare and submit daily and weekly reports management about operating activities

CORE QUALIFICATIONS

- Exceptional Attention to details
- Good communication skill
- Filing
- System analysis
- Time management
- Confidentiality
- Exceptional administration skills
- Computer literate
- Database auditing
- Excellent mathematics skills
- Tax returns
- Microsoft Excel
- Tally prime