

RESUME

MOHAMMED HAKEEM.N.A

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OBJECTIVE:-

To obtain a suitable position that will utilize my team work, skills and experience while working hard under pressure to improve business and provide the best quality of service.

PERSONAL PROFILES

Date of Birth : 25/11/1996
Gender : Male
Religion : Muslim
Marital Status : Single
Languages Known : English, Hindi, Arabic and Malayalam
Nationality : Indian

EDUCATIONAL QUALIFICATION AND TECHNICAL SKILLS

- **Higher Secondary Education** from Kerala Higher Secondary Board.
- **DEGREE (B.Com)** Kannuruniversity.
- **IT Skills:** Tally ERP, Peachtree, Microsoft Office, Quick book, Prolific.

WORK EXPERIENCE

- 1 Year Experience as Accountant at **Malabar Islamic Complex Higher Secondary School Chattanchal.**
Duration: June 2019 to May 2020
- 6 Months Experience as Accountant at **Kasaragod General Trading Company.**
Duration: July 2018 to December 2018
- 6 Month Experience as Accountant at **Lalit Resort And Spa Bekal.**
Duration: July 2020 to December 2020
- 7 Month Experience as Accountant at **Bekal International Hotel Kanhangad.**
Duration: July 2021 to January 2022
- 6 Month Experience as Accountant at **Thoufeeq Trading Company.**
Duration: January 2021 to June 2021

ROLES AND RESPONSIBILITY

- Supervise all regular accounting processes such as A/P and Journal Entries plus monthly closure accounts.
- Monitor and Reconcile of all General Ledger Account and Statement of Accounts.

- Monthly closings and preparation of monthly financial statements.
- Monitor bank transfers, reconciliation of bank statements & passing necessary entries.
- Verifying and posting of entries to ensure all transactions are recorded.
- Handling complete Payroll including Salary Process, Accounting, Reconciliation,
- Preparation of leave settlements and Final settlements.
- Handling Receivables including Invoicing, Payment follow-ups, Reconciliation & Preparing Weekly reports.
- Handling accounts for Trading and Service sector companies.
- Well versed in preparation of department wise Monthly Collection Report.
- Handling Petty cash payments and bills settlements.
- Tracking payments to internal and external stakeholders
- Preparing budget forecasts
- Processing tax payments and returns
- Manage all accounting transactions
- 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

Requirements and skills

- Work experience as an Accountant
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software like FreshBooks and QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills

DECLARATION

I hereby declare that all the information given above is my own and true to the best of my knowledge and belief.

Mohammed Hakeem N A