

# Muhammed Rasal

Accountant

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### ABOUT ME

I am a collaborative and result-oriented individual garnering rich experience in the entire gamut of accounting & finance, with over three years of experience working as an article assistant in a major auditing firm. I have developed accurate computation, problemsolving and analytical skills to curate data from multiple sources and deliver precise financial records entailing from preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statement data.

I aim to work in fast-paced, growth-oriented organization, to carve out a responsible position where I can utilize my skills for personal and organizational growth.

### SKILLS

### 9/10

Accounting skill

### 9/10

Auditing

#### 9/10

Communication skill

#### 10 / 10

Proficiency in MS Office Suite and Accounting Software

### 9/10

Analytical Skill and Interpersonal Skill

# EDUCATION

### **Chartered Accountancy**

Institute of Chartered Accountants of India (ICAI)
CA Final- Semi qualified

### **Bachelor of Commerce**

IGNOU University
Specialization in Accounts and Finance

### Languages Known

English, Hindi, Malayalam (Mother Tongue)

# EXPERIENCE

### Articled Assistant

KA Rajendran and Associates- Chartered Accountants/ Kerala-India/ 2018-2021

- Finalization of accounts and preparation of Financial Statements of Partnership Firms,
   Proprietorship business, and trusts as per accounting standards prescribed by ICAI
- Preparation of Consolidated Financial Statements, Bank Reconciliation Statement, and Projected Financial Statement in compliance with time and accuracy norms.
- Executed complex GST Reconciliation and TDS Reconciliation between the books of accounts and filing returns to the statutory authority
- Expertise in Filing of Income tax returns, TDS returns, and GST returns for timely completion of assessment and ensuring statutory compliance
- Administering financial statements including trial balance, profit and loss account, cash flow statement, and balance sheet
- Assisted as team member in preparation of income tax scrutiny assessments and appeals
- Assisted as a team member for the preparation of Books of accounts of Non-profit organisation such as orphanages, libraries, diagnostic centers, etc.

### Accountant

Bright Learners Private School/ Rashidiya- Dubai- UAE/2021-Present

- Preparation of Bank Reconciliation Statement, Payroll, and administration of fee collection
- Financial Statement preparation.
- Preparation of tax statements