

MUHAMMED ASLAM V.N

ACCOUNTS ASSISTANT



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PERSONALCOMPETENCIES

- Enthusiastic self-starter
- Innovative and service focused
- Complex problem solver
- Strong decision maker
- Excellent interpersonal skills

COMPUTER PROFICIENCY

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PROFILE SUMMARY

- 5 plus years of experience in **Accounts and Finance**.
- 2 years of exclusive working **experience in United Arab Emirates**.
- Proficient in managing **financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts**
- Deft in costing and **estimation, procurement, price quotation**.
- Expertise in analysing **financial statement** by using different tools, **preparing financial models, taxation, auditing, budget & forecasting**, etc.
- Strong understanding of **payroll** and employee benefits.
- Well experienced in



LANGUAGES

- English
- Arabic
- Hindi
- Malayalam

WORK SUMMARY



Designation: Accounts Assistant
Location: Dubai, UAE

FEBRUARY 2020 – Still working

PERSONAL INFORMATION

Birthday : August 24, 1991
Nationality: Indian
Marital Status: Married
Religion: Islam
Visa Status: Employment

- Maintaining day to day transactions.
- Updating books of accounts on time.
- Preparing weekly reports for further business planning
- Handling **Petty Cash and register maintaining**.
- Handling both **accounts receivables and payable** portions.
- Preparing final accounts.
- **Vat Calculation and returning**.
- Monitoring Sales, Purchase, and inventory records.
- **Managing payroll**.
- **Managing Import and Export LC transactions**.
- Negotiate terms with suppliers.



INTERESTS

- Sports
- Music
- Reading

Designation : Manager
Location : Kerala, India

MARCH 2019 – OCTOBER 2019

KEY RESPONSIBILITIES :

- **General Administration.**
 - Completes **store operational** requirements by scheduling and assigning employees; following up on work results.
 - Ensures availability of merchandise and services by approving contracts; **maintaining inventories.**
 - **Monitoring Sales, Purchase and inventory records**
 - **Identify and implement warehouse** process improvement.
 - **Vehicle Insurance.**
 - Protects employees and customers by providing a safe and clean store environment.
 - Contributes to team effort by accomplishing related results as needed.
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SUROOH AL JANOOB AL MUMAIZAH TRD. LLC
(SULTANATE OF OMAN)

Service Division : Accounts and Finance
SEPTEMBER 2015 – JANUARY 2019

Designation : Accounts Assistant
Location : Sultanate of Oman

KEY RESPONSIBILITIES :

1. **Preparation of financial documents** such as invoices, bills, accounts payable and receivable.
 2. Completing **financial reports** on a regular basis and providing information to the finance team.
 3. Entering financial information into appropriate software programs.
 4. Verifying **Bank deposits** and balances in account books and rectifying discrepancies.
 5. Managing day-to-day transactions.
 6. Handling **Petty Cash and register maintaining.**
 7. Assisting with **Annual budgets.**
 8. **Managing payroll.**
 9. Completing **purchase orders.**
 10. Resolving errors in financial reports and correcting faulty reporting methods.
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SHIHAD THAKHIYUDHEEN & ASSOCIATES
CHARTERED ACCOUNTANTS

Service Division : Accounts and Auditing
JUNE 2012 – JULY 2013

Designation : Audit Assistant
Location Kerala, India

KEY RESPONSIBILITIES :

1. Manage financial systems and **Budgeting**.
2. Maintain **accounting records** and prepare accounts and management information for businesses.
3. Advise clients on business transactions, such as mergers and acquisitions (corporate finance)
4. **Produce reports** and recommendations following internal audits
5. **Prepare financial statements**, including monthly and annual accounts
6. Arrange financial management reports, including **financial planning and forecasting**
7. Negotiate terms with suppliers.

ACADEMIC CREDENTIAL :

1. Master of Commerce in Finance (Pursuing)
2. Bachelor of Commerce, Commerce with Co-operation – 2012
3. HSC (12th), Commerce- 2009
4. SSLC (10th), General- 2007