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Dubai

MUHAMMED Afsal

Accountant, Administration, Purchase & Store keeper

~ KEY SKILLS ~



- Energetic and dedicated Accounts professional with 10+ years' experience in accounts management, possessing allied proficiency in book keeping, auditing, financial budgeting, cash management, accounts receivables & payables management, risk mitigation, etc.
- Rich exposure to application of accounting principles, entering journal entries and maintaining accounting books; strong administrative abilities and solid experience in financial reports' preparation with great accuracy and within stipulated timelines
- Profound knowledge of accounting policies & procedures, accounting standards & principles, corporate/taxation laws and statutory enactments with the ability to relate theory with practice
- Proven acumen to develop effective procurement strategies and policies to achieve optimum cost of goods & services and overall procurement functions within the required time, budget and quality standards
- Negotiation skills formed by early success in supply chain system and logistics including planning, sourcing, delivery and supplier payments
- Excel at accurately monitoring inventory, calculating & verifying quantities and using computers to maintain records / track shipments within high-volume environments
- Industrious & focused with immaculate work habits, excellent interpersonal, initiative & follow-through skills

Bucket of Competencies

Accounting Operations
 Internal Controls
 Payments & Disbursements
 Costs Rationalization
 Receivables/Payables Management
 Bank Reconciliation
 Financial Statements Preparation
 Budget Preparation/Analysis
 Account Payments & Receivables
 Documentations

~ PROFESSIONAL EXPERIENCE ~

RIGHT WAY Specialized Industries Middle East LLC, **Dubai, UAE**
 HAYATT AL MADINA HYPER, **Qatar**
 DUAL ENTERPRISES, **Kerala, India**
 AL DEKHEEL HOME WARES PVT LTD, **SAUDI ARABIA**

Apr'21 – Mar'22
 Feb'20 – Jul'20
 Mar'18 – Aug'19
 Feb'16 – Feb'18

Key Responsibilities:

Accounts:

- Maintained capital budget information in MS Access database where the data is periodically reconciled and exported to Excel for monthly, quarterly and annual reports
- Managed complete payroll functions in coordination with third party providers
- Provided assistance to external and internal Auditors in conducting audits of various company records
- Involved in preparing and submitting GST and CPF reports on a quarterly basis
- Maintained petty cash to meet daily expenses and prepared monthly payments like utility bills/provision entries (telephone, internet, DEWA, PRO charges, commission payables, etc.), salaries, wages, WPS charges, rents, etc.
- Efficiently handled all customers' receipts, including cash, current/post-date cheques, preparing ageing reports & customer reconciliation
- Accountable for prepaid expenses (trading license fee, postages, rent and vehicle insurance), depreciation involving fixed asset register maintenance in Excel (computer & accessories, electrical equipment, furniture & fixtures, vehicles), etc.

- Dealt with and handled all IT, service tax, VAT, professional tax, etc., and filed tax returns accordingly
- `Scope of responsibilities was diverse and included organizing and maintaining financial records, analyzing daily banking transactions and journal entries, reconciling sub-ledger accounts, payroll reconciliation, bank reconciliation, posting and balancing, preparing monthly reports into excel spread sheet for analysis, etc.
- Ensured compliance with generally accepted accounting principles and company procedures; exercised solutions-oriented approach in solving accounting discrepancies and irregularities
- Engaged in reviewing, investigating and correcting errors and inconsistencies in financial entries, documents, and reports while ensuring accurate and appropriate recording and analysis of revenues and expenses
- Accountable for preparing P&L statements and monthly closing and cost accounting reports while ensuring that statements and records comply with laws and regulations
- Regularly inspected account books and accounting systems to keep up-to-date on changing/emerging market trends, guidelines, rules and regulations in accounting
- Proficiently planned and managed complete accounting cycle to deliver on time reports with high accuracy and zero error
- Dexterously handled varied range of duties viz. adjustment of prepaid, accrued expenses; reconciliation of bank, customer, vendor and inventory accounts; payroll preparation as per WPS rules and regulations; preparation of stock ledger, ageing, cash flow and sales reports, payments; managing assets, depreciation; value-added tax, income tax, general sales tax calculation and payment
- Maintained appropriate documentation while ensuring precision, accuracy, and compliance to the accounting standards



~ EDUCATION

 **B Com – Computer Application**
Kerala University, Kerala, India

Computer Skills

Focus-7 ERP
Tally ERP – 9
MS Office - Excel



~ PROJECTS HANDLED ~

- ✓ A study on labour welfare State Farming Corporation Ltd in Kerala 2014



~ PERSONAL DETAILS ~

Nationality: Indian
Marital Status: Single
Languages Known: English, Arabic, Hindi, Tamil and Malayalam
Permanent Address: Nazeem Manzil, Power House Ward, Punalur, Kerala, India
Passport Details: M6057211
Visa Status : Visit Visa
Visa Expire : 22/04/2024