



MUHAMMED MUBARIZ NV

ACCOUNTANT

 0589568772

 Mubariz682@gmail.com

 Dubai, UAE

 About me

An adaptable, lateral thinker and quick learner who has extensive knowledge of accounts payable and accounts receivable procedures and general accounting processes. Looking for an opportunity in a fast-growing company to build out best accounting practices and make accounting a competitive advantage within the organisation.

Abilities & Skills

- Hands on experience in office 365 (word, excel, power point, outlook, one drive, skype for business, teams etc.)
- Working in SAP environment (FICO)
- Microsoft Dynamic AX
- Tally
- UAE VAT accounting
- Certificate course in Office Secretary Training
- Certificate Course in Consumer Behaviour Studies
- Able to set priorities to achieve immediate and long-term goals
- Co-ordinate and work with the other members of the team to achieve the goals
- Problem solving skills



ACADEMIC PROFILE

- ❖ CMA (Intermediate), Institute of Cost Accountants of India, Jun-2013
- ❖ M.com (Finance), Madurai Kamaraj University, Apr-2013
- ❖ B.com (Cooperation), Calicut University, Apr-2011
- ❖ Twelfth, Board of Higher Secondary Examination Kerala, Mar-2008
- ❖ Tenth. Central Board of Secondary Education. Mar-2006



CAREER SUMMARY

- ➔ Aster DM Healthcare as a Finance Executive from 02-05-2017 to present
 - ❖ Preparation of Daily Revenue Report
 - ❖ Timely analysis and payment of outstanding vendor balances before due date through online transfer and cheque payment and communicating same with vendors
 - ❖ Various expense booking and provision creation in case of delay in receipt of invoices
 - ❖ Various incentive calculation and its dispersal to employees
 - ❖ Verification of salary register prepared by HR department before its dispersal to employees
 - ❖ Conducting quarterly stock audit at various branches and preparing stock audit report
 - ❖ Preparation of file in line with UAE VAT rule for quarterly return with Federal Tax Authority
 - ❖ Related party reconciliation
 - ❖ Preparation of Final Accounts (P&L and Balance Sheet)
 - ❖ Preparation of Cash Flow Statement
 - ❖ Assist with internal and external audit as needed
- ➔ Bharat Gas, BPCL Distributor, Chelari as an Accountant cum Admin from 16-01-2016 to 05-04-2017
 - ❖ Petty cash management
 - ❖ Cash deposit, fund transfer etc. with banks
 - ❖ Bank book updating and preparation of bank reconciliation statement
 - ❖ Preparation of statement of accounts for customers and Vendors and their payments
 - ❖ Finalizations of accounts



Personal Details

- Date of birth 15 Nov 1989
- Gender Male
- Passport U0817181
- Marital status Married
- Nationality Indian



Bharat Electronic Limited, Bangalore as a Management Trainee from 27-11-2014 to 26-11-2015

- ❖ Reviewing and verifying invoices, then creating vendor liability
- ❖ Timely analysis and payment of outstanding vendor balances before due date through online transfer and cheque payment and communicating same with vendors
- ❖ Creditors aging and Vendor reconciliation

I hereby declare that all the above furnished details are true to the best of my knowledge.

Muhammed Mubariz NV