

# MUHAMMED ASLAM

Accounts Executive

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📍 Calicut, India



## CAREER OBJECTIVE

A career in Accounting, Finance & Auditing that provides opportunities for personal and professional development as well as contributes to the organization's growth. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

## SUMMARY

A challenging determined Commerce graduate with 5 plus years' experience in accounts and finance from India and State of Qatar, with good communication skills and ready to work both independently and as a team member.

## WORK EXPERIENCE

*Dec 2018 – Jan 2023*

### ACCOUNTS EXECUTIVE

*Startech Middle East, Doha, Qatar*

- Coordination of Accounting functions and programs
- Preparing daily Cash book and Day book
- Daily monitoring of general ledgers
- Supervision of accounting staff
- Manage vendor activities and maintain both new and existing vendor relationships
- Reconciliation of Bank statement and Supplier statement
- Project report preparation for medium enterprises
- Month-end closing and reporting to the Manager
- Payroll preparation and payment through WPS
- Preparation of MIS reports, Income and Payable statement, Statement of affairs and Budget variance analysis
- Preparing revenue projections and forecasting expenditure
- Preparing yearly financial statement and assist in year-end closing
- Preparation and filing of VAT returns periodically
- Monitoring accounts payable and receivables

*Jun 2017 – Dec 2018*

### JUNIOR ACCOUNTANT

*Eham Digital LLP - Initiative of Malabar Group of Companies, Calicut, Kerala*

- Monitoring daily sales and revenues from different branches
- Preparing Vendor Payable Statements
- Verification of final accounts and timely financial reporting
- Assists senior accountants with all financial operations
- Handles the month-end and year-end closing process
- Stock audit as a part of Inventory management
- Monitoring accounts payable and receivables

Apr 2015 – Sep 2015

#### **BILLING STAFF**

*Focus Hypermarket, Calicut, Kerala*

- Creating and issuing invoices to customers
- Daily collection of cash or card payments
- Scanning and pricing of goods
- Ensuring price, expiry and availability of stock
- Updating customer files

### **EDUCATION**

#### **UNIVERSITY OF CALICUT**

- *B. Com - 2017*

#### **MUSLIM ORPHANAGE COLLEGE OF ARTS & SCIENCE**

- *Tally.ERP 9 Course - 2017*

#### **BOARD OF HIGHER SECONDARY EXAMINATION**

- *Higher Secondary (Commerce) – 2013*

### **PERSONAL SKILLS**

Smart working and Time management

Client relationship management

English Speaking

Team building and team work

### **TECHNICAL SKILLS**

MS Office – Word, Excel, PowerPoint

Tally Accounting Software

Organizational skills

### **PERSONAL INFO**

Nationality : Indian

Date of Birth : 27/09/1996

Marital Status : Married

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### **REFERENCES**

**Hamza Abdul Rahman, Operation Manager, Startech Middle East**

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**Muhammed Naseem, Chief Accountant, Eham Digital LLP**

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**Mr. Ali Essam Al Kenawi, Administration Manager, Saqer Group**  
0501782905 |

## **ACKNOWLEDGMENT**

I hereby declare that the above-mentioned information is correct to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars. If given a chance, I assure you that, I will work my level best to bring out positive results.

**Thanking you,**  
**Muhammed Aslam TN**