

# MUHAMMED ALI

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PILAKKADAN (HOUSE)

TRIPPANACHI (PO)

MALAPPURAM, KERALA

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## OBJECTIVE

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Seeking for a challenging position in an organization that will allow me to display my experience and good problem solving skills to make a company grow by solving their problems. Looking forward to use my skills for the betterment of the company and to increase my potential as well.

## PERSONAL INFORMATION

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### Personal:

Date of Birth : 24-Dec-1982

Gender : Male

Nationality : Indian

Marital Status : Married

### Passport Details:

Passport No : T3455158

Passport Issued In : India

Issue Date : 14-May-2019

Expiry Date : 13-May-2031

Visa Status : Nil

Visa Expiry Date :

## **Language Skills:**

<b>English:</b>	Read: ✓	Write: ✓	Speak: ✓
<b>Hindi :</b>	Read: ✓	Write:	Speak: ✓
<b>Arabic :</b>	Read: ✓	Write:	Speak:

## **WORK EXPERIENCES (10 – Year )**

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**1 - Company : MARKAZ KNOWLEDGE CITY – INDIA**

**Duration : 13-Oct-2020 to Present**

**Position : Accounts Executive (Medical College & Hospital)**

**2 - Company : EPPCO - UAE**

**Duration : 16-Feb-2008 to 15-Mar-2011**

**Position : CSA FORECOURT (Emirates Petroleum Products Company)**

**3 - Company : UMMUL QURA HIGHER SECONDARY SCHOOL - INDIA**

**Duration : 10-Dec-2011 to 24-July-2019**

**Position : Accountant**

## **JOB PROFILE**

- Handling and maintaining Accounts up to Finalization
- Preparation of year ending Schedules and Accounts for Audit.
- Managing day to day accounts operations like cash management and banking, petty cash management, booking day to day expenses, banking entries and making day end reports.
- Timely preparation of bank reconciliation statement.
- Verifying and reconciling all credit card related transactions.
- Maintain payroll.
- Managing related party transactions.
- Preparation of monthly income and expense report
- Preparation of Budget
- Preparation of various Reports ( Daily Cash flow, Weekly payables and receivables and Monthly reports )

- **Managing accounts payable**

- Supplier invoice verification
- Supplier statement reconciliation in regular intervals
- Responsible for timely payment to suppliers
- Managing and keeping records and reports for business development contracts.
- Verifying and keeping reports for other temporary incomes.
- Creating reports related to accounts payable as per requirement of management.
- Credit control management.
- Inter branch supply reconciliation and reporting
- Inventory control management and reporting.
- Preparing Accounts payable aging reports.

- **Managing accounts receivables and trade receivables**

- Customer invoice verification
- Verifying timely receipt from customers
- Reconciliation of receivables
- Timely reporting of receivables
- Preparing receivables aging analysis

## **EDUCATION**

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- **B.Com** (Ravindra nanda Tagore University)
- **Plus Two** (Board of Kerala )
- **S.S.L.C** ( Board of Kerala )

## **COMPUTER LITERACY**

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- Tally
- Proficient Knowledge in MS Office.

## **DECLARATION**

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I hereby declare that all the fact stated above is true and correct in best of my knowledge and belief.

Sincerely,

**MUHAMMED ALI**