




MUHAMMED MUBARAK P



CONTACT

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PERSONAL DETAILS

Date of Birth : 27/04/1996
Marital Status : Single
Nationality : Indian
Passport : Y7529343
Visa Status : Visit Visa

SKILLS

Account Reconciliation Expert
Decision Making
Flexible and Adaptable
Multitasking Skills
Reliability and Integrity Improvement

INTERESTS

Listening Music
Travelling
Cinema & Cricket

LANGUAGES

Arabic
English
Hindi
Malayalam
Tamil

OBJECTIVE

Motivated Accountant proficient in MS Office and accounting software. Bringing 4+ years of hands-on experience managing payroll functions and maintaining accounts payables. Independent and self-motivated team player possessing outstanding mathematics and analytical abilities.

EXPERIENCE

2018 - 2022

Accountant
Adel Abdallah Al-Sabt Trading Est. Jubail - Saudi Arabia
Analyzed revenue and expenditure trends and recommended appropriate budget levels to business operations leaders
Cash book Maintenance & Bank Reconciliation
MIS Reporting
Control on Accounts receivable, Accounts payable & General Ledger Accounting
Used Financial forecasting to reduce risk
Handle monthly, quarterly and annual closings
Compute taxes and prepare tax returns
Manage Balance sheets and profit/loss Statements
Tracked employee payroll processes to verify timely reporting and avoid late fees
Interacted with internal and external auditors to help complete audits and resolve issues.

EDUCATION

2018

Bachelor of Business Administration
Bharathiar University
73%

2017

Diploma in Tally with GCC VAT
Spectrum Institute
A

2013

HSE - Computer Commerce
Mambaram Higher Secondary School
79%

2011

SSLC
Brennen Higher Secondary School
82%

PROJECTS

HR Policies of Lokanath Weavers
I have done my Project in HR Policies of Lokanath Weavers during 5th Semester of degree. The project is meant to know the Human Resource Policies in the organization. The HR Policies are a tool to achieve employee satisfaction and thus highly motivated employees.

DECLARATION

I hereby declare that the above information and facts are true to the best of my knowledge and belief. Thanking you in anticipation and looking forward to your kind favorable reply at the earliest.