



MOHAMMED MEHZIN

ACCOUNTING PROFESSIONAL

ACCOUNTANT WITH MORE THAN 2 YEARS OF EXPERIENCE IN ACCOUNTS. "Looking forward to join a well- reputed organization as an accountant in order to utilize my skills & qualifications inaccounting which I can interact and work efficiently in a dynamic environment to prove myself, where I can pursue my ambitions and succeed within a cooperative team".

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UAE

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PROFESSIONAL EXPERIENCE

ACCOUNTANT

Noorjehan Catering Service
Palakkad - Kerala

2022 - 2023

- Documenting financial transactions.
- Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations.
- Reviewing financial documents to resolve any discrepancies and irregularities.
- Reconciling already documented reports, statements, and various transactions.
- Creating, reviewing and presenting budgets.
- Recommending financial actions by analyzing accounting options.
- Cooperating with auditors in preparing audit reports.
- Providing guidance on revenue enhancement, cost reduction and profit maximization.
- Preparing and analyzing financial statements like cash flow statement, balance sheet and profit and loss statement.
- Submitting annual tax returns.

ASST. ACCOUNTANT

Nikshan Electronics
Kannur -Kerala

2021 - 2022

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling, networking, and social media.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Prepare and deliver appropriate presentations on products and services.
- Create frequent reviews and reports with sales and financial data.
- Ensure the availability of stock for sales and demonstrations.
- Participate on behalf of the company in exhibitions or conferences.
- Negotiate/close deals and handle complaints or objections.
- Collaborate with team members to achieve better results.
- Gather feedback from customers or prospects and share with internal teams.
- Coordinating with management to prepare annual financial statements.

INTERNSHIP

Spectrum Computers
(3 months)

WORK SUMMARY

- ✚ Management reporting, monthly & Annually Working capital management.
- ✚ Management of AR and AP.
- ✚ Active participation on financial reviews.
- ✚ Negotiation with vendors Prepared Financial Statements.
- ✚ Company audit reports and Tax audit reports of several organizations
- ✚ Involved in finalization of accounts and final audit presentation.
- ✚ Passing of Journal entries according to the day-to-day transactions of the company.
- ✚ Managing general ledgers and posting accounting vouchers (Invoices, Bills, Receipts, Payments and Journal vouchers).
- ✚ Preparation and review vouchers, quotation, LPO, delivery note, debit note, credit note, invoices, receipts, & payment Vouchers.

EDUCATION AND CERTIFICATION

**B Com Computer
Application**

University of Kannur, Kerala, India

**Diploma In
Computerized
Financial
Accounting**

- SAP FI-CO
- Tally prime with VAT features
- MS Office
- Quick Books
- Peachtree & Sage Accounting
- IAAP international diploma in computerized accounting and finance

ACCOUNTS SKILL

- Recording Vouchers
- General Ledgers
- Reconciliation of Accounts
- Accounts Payable and Receivable Function
- Payroll & Benefits
- VAT Returns
- Internal Audit, Monthly P&L Preparation
- Financial Statements
- Closing Procedure
- Petty Cash Management
- Inventory Management
- Working Capital
- Client Management

PERSONAL INFO

Date of Birth : 13/09/2001
Nationality : Indian
Gender : Male
Visa Type : Visit Visa

Languages

English, Hindi, Tamil &
Malayalam

STRENGTHS

- Effective communicator
- Proactive
- Performance focused
- Growth oriented
- Critical thinker
- Decisive & calm under pressure
- Quick learner

COMPUTER PROFICIENCY

- Tally ERP.9
- Tally Prime
- SAP
- Microsoft Excel
- Microsoft Word
- PEACHTREE
- QUICKBOOKS