



# MUHAMMED AFSAL.P

Accountant

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+971 50 746 4401 | afsalafsal57750@gmail.com | Dubai, UAE  
www.linkedin.com/in/muhammedafsalparat

## SUMMARY

Detail-oriented Accountant with over 4 years of experience in managing financial operations, including tax filing, payroll processing, and cash flow monitoring. Proficient in supervising accounting teams, preparing financial statements, and reconciling accounts. Strong expertise in finalizing balance sheets, managing vendor/client relations, and resolving disputes related to outstanding invoices.

Holds a Bachelor's degree in Commerce from Calicut University.

Proven ability to maintain accuracy and compliance in financial reporting.

## SKILLS SUMMARY

- **Tax Filing & Reconciliation:** Proficient in preparing and reconciling monthly tax filings to ensure compliance with legal requirements.
- **Payroll Management:** Skilled in managing payroll processes, ensuring accurate and timely disbursement of salaries.
- **Team Leadership:** Experienced in supervising an accounting team, overseeing daily tasks, and ensuring departmental efficiency.
- **Cash Flow Monitoring:** Capable of tracking and analyzing operational cash flow to maintain healthy financial standing.
- **Financial Reporting & Analysis:** Expertise in preparing financial statements, including balance sheets and profit/loss accounts, with thorough analysis.
- **Account Reconciliation & Dispute Resolution:** Proficient in reconciling accounts (bank, vendor, debtor) and resolving client disputes related to outstanding invoices.

## EMPLOYMENT HISTORY

**Barak Royal Enfield, Kottakkal, Kerala**



**Accountant, September 2021 - October 2024**

- Preparation and reconciliation of monthly tax filings to ensure timely and accurate submission.
- Managed the preparation of payroll, ensuring timely disbursement of salaries.
- Supervised the accounting department, overseeing a team of five employees to ensure efficient operations.
- Monitored and reported on operational cash flow, ensuring financial stability.
- Conducted financial analysis and prepared comprehensive financial statements.
- Finalized balance sheets and profit & loss accounts for multiple companies, ensuring accuracy.
- Established and maintained tables of accounts, ensuring proper categorization of financial entries.
- Reconciled bank, vendor, branch, debtor, creditor, and stock accounts for accuracy.
- Resolved disputes with clients regarding outstanding invoices, ensuring timely payments.

**Junior Accountant, March 2021 - August 2021**

- Managed petty cash transactions and maintained accurate records of cash flow.
- Prepared credit notes, debit notes, and maintained stock records for efficient financial tracking.

- Maintained accounting registers for purchases and sales, ensuring all entries were accurate and up to date.
- Handled accounting registers for payments and receipts, tracking all financial transactions.

## **Chart Ford Corporate Solution L.L.P, Tirur, Kerala**

### **Junior Accountant, September 2019 - September 2020**

- Reviewed tax returns for accuracy, completeness, and adherence to tax laws, ensuring compliance with regulations.
- Built and maintained strong client relationships, addressing tax-related inquiries promptly.
- Ensured the timely submission of tax documents and resolved discrepancies efficiently.



## **EDUCATION**

### **Bachelor of Commerce, 2015 - 2018**

- Calicut University

### **Higher Secondary Examination, 2015**

- Board of Higher Secondary Examination Kerala, India

### **Senior Secondary School, 2013**

- Board of Public Examination Kerala, India

## **COMPUTER & SOFTWARE SKILLS**

- TALLY ERP.9
- MS-Office (Word, Excel, Powerpoint)

## **LANGUAGE SKILLS**

- English, Malayalam, Tamil, Arabic

## **PASSPORT DETAILS**

- Valid Indian Passport
- UAE Visit Visa

## **PERSONAL INFORMATION**

- Date of Birth : 26/01/1998
- Marital Status : Single

## **PROFESSIONAL REFERENCES**

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| <ul style="list-style-type: none"> <li>• Mr. Uday Kumar<br/>Accounts Officer<br/>BARAK ENTERPRISES LLP<br/>+91 89211 32116<br/>kctlao@barakenterprises.in</li> </ul> | <ul style="list-style-type: none"> <li>• Mr. Muhammed Salman.Ot<br/>Senior Consultant<br/>Chart Ford Corporate Solution L.L.P<br/>+91-9072090932<br/>md@chartford.net</li> </ul> |
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## **DECLARATION**

- The above given information is correct and complete to the best of my knowledge and belief.

Muhammed Afsal.P