

Muhammed Marjan

Accountant and SAP FICO Specialist

Email: muhammedmarjan321@gmail.com **Phone:** +971 557303194 **Location:** Sharjah, UAE **Visa:** Visiting Visa (Valid until 30/12/2024)

Professional Summary

Highly skilled Accountant with a proven track record in managing financial operations, including accounts payable/receivable, GCC VAT compliance, and financial reporting. Proficient in SAP FICO, Tally Prime, and QuickBooks. Known for streamlining accounting processes, reducing reconciliation errors, and supporting audit success. Seeking to leverage my skills to drive financial accuracy and operational efficiency.

Core Skills

- **Accounting and Finance:** Accounts Payable/Receivable, GCC VAT Compliance, Financial Reporting
- **Software Proficiency:** SAP FICO, Tally Prime, QuickBooks, Microsoft Excel
- **Soft Skills:** Leadership, Time Management, Team Collaboration, Critical Thinking
- **Typing:** English Typing, Arabic Typing

Work Experience

Accountant — UNBANG Luxury Furniture

Jan 2023 – Aug 2024

- Managed accounts payable and receivable processes, ensuring accuracy and compliance with GCC VAT standards.
- Leveraged SAP FICO to streamline workflows, reducing reconciliation errors by 15%.
- Prepared and presented financial statements, enabling improved management decision-making.
- Assisted in audit processes, ensuring 100% compliance with regulatory standards.

Education

Professional Diploma in Indian Foreign & SAP Accounting *GTEC Institute, Kannur — 2023 – 2024*

Bachelor of Commerce in Computer Applications *WIRAS College, Kannur — 2020 – 2023*

Higher Secondary Education – Commerce *Azhikode G.H.S.S, Kannur — 2018 – 2020*

Certifications

- SAP FICO Certified Associate (International Association of Bookkeepers)
- SAP Power User Certification
- Tally Essential Certification
- QuickBooks Certification

Achievements

- Represented college in university-level football and cricket tournaments.
- Successfully participated in departmental programs organized by the Commerce Department.

Languages

- **English:** Professional Proficiency
- **Malayalam:** Native Proficiency
- **Hindi:** Professional Proficiency

Personal Details

- **Date of Birth:** 11/07/2002
- **Nationality:** Indian
- **Passport Number:** Y4725454