



# MUHAMMED IQBAL N S

## ACCOUNTANT

Dubai, UAE



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Detail-oriented and dedicated Finance Professional with an MBA in Finance and Operations, backed by hands-on experience in invoice verification, financial reporting, and data analysis. Proven ability to ensure accuracy in financial documentation, streamline invoice processing workflows, and collaborate across departments to resolve discrepancies. Skilled in financial statement analysis, forecasting, and portfolio management with proficiency in MS Office, Tally, and SAP. Demonstrates strong critical thinking, problem-solving, and time management skills, with a consistent track record of maintaining organized and accurate financial records. Passionate about contributing to organizational success through continuous learning and operational excellence.

## Experience

### ACCOUNTS PAYABLE PROCESSOR

04/2023 – 02/2025

#### MANTLE SOULUTIONS, KOCHI, INDIA

- ❖ Verified supplier invoices by cross-checking them against corresponding receiving documents to ensure accuracy.
- ❖ Ensured compliance in invoice processing through detailed validation procedures, maintaining high accuracy standards.
- ❖ Identified discrepancies in invoice details promptly and initiated corrective actions to resolve issues.
- ❖ Flagged invoices missing purchase orders or incomplete supporting documentation for further review.
- ❖ Maintained organized, categorized archives of invoice data for easy access and audit readiness.
- ❖ Coordinated with internal departments to streamline invoice verification and approval processes efficiently.
- ❖ Communicated regularly with external vendors to clarify and resolve billing inconsistencies quickly.
- ❖ Supported the finance team by reviewing purchasing invoices and tracking follow-ups with buyers and suppliers.

### FINANCE INTERN

07/2021 - 09/2021

#### CRUST N CRUMB, NELLAD, INDIA

- ❖ Prepared accurate and timely financial reports to support decision-making processes.
- ❖ Monitored and managed business expenses through effective forecasting techniques.
- ❖ Analyzed financial data and market trends to identify key insights and improvement areas.
- ❖ Assisted in managing accounts receivable, including tracking outstanding payments and follow-ups.
- ❖ Supported month-end and year-end financial closing activities.
- ❖ Collaborated with the finance team to ensure smooth day-to-day financial operations.
- ❖ Spearheaded internal audits for multiple client portfolios, identifying non-compliance issues and facilitating timely resolution.
- ❖ Collaborated with cross-functional teams to implement process improvements, resulting in a 20% increase in operational efficiency.

## Education

### MASTER OF BUSINESS ADMINISTRATION - FINANCE & OPERATIONS

2020 – 2022

#### DC SCHOOL OF MANAGEMENT & TECHNOLOGY, INDIA

### BACHELOR OF COMMERCE - COMPUTER APPLICATION

2016 – 2019

#### MOUNT CARMEL COLLEGE, INDIA

## Areas of Expertise

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- ❖ Financial Reporting & Statement Preparation
- ❖ Accounts Payable & Receivable Management
- ❖ General Ledger & Month-End Closing
- ❖ Invoice Verification & Compliance
- ❖ Cash Flow & Working Capital Management
- ❖ Budgeting & Expense Forecasting
- ❖ Discrepancy Resolution & Audit Support
- ❖ GAAP & IFRS Accounting Standards

## Technical Skills

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- ❖ SAP
- ❖ Tally ERP
- ❖ Advanced Excel, Word, PowerPoint

## Personal Details

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Nationality : Indian  
Visa Status : Visit Visa  
Language : English | Hindi | Malayalam | Tamil |