

# MUHAMMED SANUF M

+971 589552937 | [muhammedsanoof15@gmail.com](mailto:muhammedsanoof15@gmail.com)

Jabal Ali, Dubai, United Arab Emirates

## PROFESSIONAL SUMMARY

Detail-oriented and results-driven **Accountant** with **4+** years of experience in retail finance and hypermarket operations. Proven expertise in managing full-cycle accounting, financial reporting, budgeting, VAT compliance, and payroll processing in fast-paced environments. Skilled in bank reconciliation, inventory audits, POS sales analysis, and supplier account management. Adept at using ERP systems and accounting tools to streamline operations, ensure accuracy, and support strategic decision-making. Recognized for maintaining compliance with UAE financial regulations and delivering accurate, timely reports that support business performance and growth. Actively seeking an accounting role within a dynamic organization to contribute strong analytical skills and financial expertise in support of business growth and

## WORK EXPERIENCE

**ACCOUNTANT** | January 2021 – Present

**Nesto Hypermarket, Dubai, UAE**

- **Financial Reporting:** Maintained accurate financial records and general ledgers in line with IFRS, supporting monthly and year-end closing.
- **Statement Preparation:** Generated monthly, quarterly, and annual financial statements to support strategic business decisions.
- **Accounts Management:** Oversaw accounts payable and receivable, managing invoicing, vendor payments, and collections efficiently.
- **Bank Reconciliation:** Performed regular bank and account reconciliations, promptly resolving any discrepancies.
- **Cash Flow Monitoring:** Tracked and forecasted daily cash flow to ensure sufficient liquidity and optimize working capital.
- **Budgeting & Forecasting:** Supported budget preparation and variance analysis to control costs and improve financial planning.
- **POS & Sales Reconciliation:** Reconciled daily POS sales reports with system entries and cash collections to ensure transaction accuracy.
- **Supplier Account Management:** Managed supplier accounts by reconciling statements, resolving invoice issues, and ensuring timely payments.
- **Daily Revenue Reporting:** Prepared daily cash and sales reports to track revenue performance and highlight variances for management.
- **Tax Compliance:** Managed VAT calculations and filings in compliance with UAE tax regulations, minimizing audit risks.
- **Audit Coordination:** Liaised with auditors, prepared schedules, and resolved queries to ensure smooth audit processes.
- **Payroll Processing:** Processed payroll for 100+ employees, ensuring accuracy and WPS compliance.
- **Inventory Control:** Conducted stock audits and reconciliations, improving inventory accuracy and cost reporting.
- **Financial Planning:** Worked with procurement and sales teams to analyze costs and improve profit margins.
- **Fixed Asset Management:** Maintained asset registers and depreciation schedules; ensured proper capitalization.
- **Business Support:** Provided financial insights and reports to management for better operational and strategic decisions.

## EDUCATIONAL QUALIFICATIONS

❖ **Bachelor of Commerce (B. Com)**

University of Calicut, Kerala, 2016 - 2019

## TRAINING & CERTIFICATIONS

- **On-the-Job Training:** Trained in accounting and store operations at Nesto Hypermarket with focus on retail financial processes.
- **ERP & Tools:** Practical experience using accounting software and ERP platforms for day-to-day financial operations, reporting, and data management.

## TECHNICAL SKILLS

- **Accounting Software:** SAP, Tally ERP 9
- **Spreadsheet & Reporting:** Microsoft Excel
- **ERP Systems:** Proficient in daily accounting functions using ERP platforms
- **Office Applications:** MS Word, MS Outlook, PowerPoint
- **Data Entry & Reconciliation:** Fast and accurate data entry, ledger updates, and bank reconciliations
- **File Management:** Efficient in digital documentation, invoice processing, and record keeping
- **Internet & Email Management:** Professional use of Outlook for internal and external communications

## KEY SKILLS

- Financial Reporting & Analysis
- Accounts Payable & Receivable Management
- Bank Reconciliation & Cash Flow Monitoring
- Budgeting & Forecasting
- VAT & Tax Compliance (UAE)
- Payroll Processing & WPS Compliance
- Inventory Control & Cost Reporting
- Financial Statement Preparation & Interpretation
- Audit Coordination & Documentation
- POS & Sales Data Reconciliation
- Supplier Account Management
- ERP Systems & Accounting Software Proficiency
- Strong Analytical & Problem-Solving Skills
- Attention to Detail & Accuracy
- Effective Communication & Team Collaboration

## PERSONAL INFO

Nationality : Indian  
Gender : Male  
Date of Birth : 10/11/1999  
Marital Status : Single

## PASSPORT INFO

Passport No. : U3677546  
Date of Expiry: 13/07/2030  
Date of Issue : 14/07/2020

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

## DECLARATION

It is hereby declared that the above-furnished information is true and correct to the best of my knowledge and belief.

**MUHAMMED SANUF M**