

Muhammed Musharaf

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PROFESSIONAL SUMMARY

Highly skilled and detail oriented Accounts Executive with over 2 years of experience which includes Bookkeeping, Finalizing, VAT Compliance and Audit Support. Strong knowledge on IFRS and Corporate Tax. Software knowledge of QuickBooks, Xero and Advanced Excel. Currently an ACCA Finalist (10/13 Papers Cleared).

EXPERIENCE

Accounts Executive (UAE Back Office)

P K C & Company, Bangalore, India

November 2023 – December 2024

- **Bookkeeping:** Maintain accurate and up to date financial records for each client using their preferred software.(QuickBooks, Xero)
- **VAT Compliance and Filing:** Collect and reconcile data, Prepare quarterly VAT calculations, and Ensure timely filing.
- **Client Relationship Management:** Schedule monthly meetings to discuss accounting performance And provide actionable advice, Address client concerns and resolve issues promptly.
- **Audit Support and Coordination:** Liaise with auditors to ensure seamless audit process and provide necessary documentation and support to complete audits effectively.
- **Financial Record Maintenance:** Maintaining Accounts Payable, Receivable, Payroll and Bank Reconciliation to ensure complete and accurate financial records.
- **Client satisfaction and Issue Resolution:** Contact clients monthly to ensure satisfaction with the Services and to resolve their issues promptly.

Accountant

Marjan Exports, Kerala, India

October 2022 – September 2023

- Daily entries including invoices, receipts, journal and ledger entries and petty cash management.Perform Bank Reconciliations and resolve discrepancies.
- Maintaining accurate records of accounts payable and receivables.
- Assists in preparing financial reports of the company and ensuring accuracy of the documentation.
- Assist in preparing tax filings and support in audit procedures.

EDUCATION

- ACCA 2020 - Present
 - Association Of Chartered Certified Accountants Continuing education with 10/13 papers
 - IFRS, IAS, ISA, Financial reporting, Performance management, Financial Management, UK Tax, Audit and assurance
- BCOM: Accounting and Finance - 55 % 2021 - 2024
 - Bharathiyar University
 - Accounting Principles, Financial analysis, Taxation, Corporate accounting

CORE SKILLS

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| <ul style="list-style-type: none">• QuickBooks & Xero• MS Excel, MS Office & PowerPoint• Financial Analysis and Reporting• Tax• IFRS and ISA | <ul style="list-style-type: none">• Communication• AI Integration• Fast learning• Team player• Analytical thinking |
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LANGUAGES

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| <ul style="list-style-type: none">• English – Proficient• Malayalam – Native | <ul style="list-style-type: none">• Hindi - Proficient• Arabic - Intermediate |
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CERTIFICATIONS

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- Advanced Excel Course by Udemy
 - VAT in the UAE : Principles and Application - Udemy
 - UAE Corporate Tax Course 2024