

CURRICULUM VITAE

MUHAMMED JAVAD M P

Near Ladies Pak, Fujairah, U A E

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Career Objective

To obtain in accounts or finance position where I will be able to contribute my skill, knowledge And experience to a company that will give me opportunity to develop my career.

Career Summary

- Over Two years of experience in Accounts Position.
- Experienced in accounts payable, account receivable, and processing invoice payment.
- Working knowledge of Microsoft Office Application.
- Strong attention to detail, organizational, and time management skills.
- Experienced in handling bookkeeping activities and fixing accounting errors.

Work Experience

Junior Accountant

Perma Pipe Middle East FZC

May 2017 to August 2017

Duties and Responsibilities

- Preparing monthly and weekly report of account payable
- Processing of cash claim voucher in Infor visual
- Processing of local customs invoice
- Supplier account reconciliation
- Processing of export sales invoice
- Vouching of account payable invoice and generate cheque in Infor visual
- Handling bank reconciliation and bank adjustment in weekly
- Co-ordination with store department of Goods Receipt Note updating
- Preparation of customs duty payment voucher in Infor visual
- Handling incoming call of vendor queries
- Handling petty cash

Accountant

Obaid Bingadeem Al Suwaidi Advocates and Legal Consultant, Dubai, UAE

February 2017 to April 2017

Duties and Responsibilities

- Monthly analyse of Profit and Loss account and Cash Flow Statement.
- Preparation of Bank Reconciliation Statement.
- Handling payroll.
- Prepare monthly aging of Account Receivable and Account Payable.
- Handling Petty cash and replenish and reimbursement.
- Experiencing in invoicing, maintaining general ledger and payment/receipt voucher.
- Drafting letters and requesting check for overdue account

Assistant Accountant

Marble Arch, Kannur

January 2013 - August 2014

Duties and Responsibilities

- Recording day to day entries using Tally ERP 9
- Performing invoice processing, sending payment reminders, and updating accounts
- Managed petty cash transactions on a daily basis
- Passing rectification entries and reconciling bank account if necessary
- Collection of Invoice and Cheque
- Maintaining track record of firm expenses
- Preparation and maintenance of all accounts receivables and payable records
- Handling payroll

Educational Qualification

- MBA (Finance and Marketing) from Mangalore Institute of Technology and Engineering, Affiliated to Visvesvaraya Technological University in 2014-2016
- Bachelor of Commerce from AMSTECK Arts and Science college, Affiliated to Kannur University in 2011-2014
- Higher Secondary from Kerala Higher Examination Board in 2009-2011

Certification

- Certificate in International Association of Book keepers(IAB)
- Certificate in Microsoft office specialist in Excel

Computer Skill

- Proficient in MS Office package especially in MS Excel
- Middle level expertise in Tally ERP9, Infor Visual, Quick book, Peachtree

Project Works

Project Title : Cost-Volume-Profit Analysis

Company Name : Keltron Component Complex Limited, Kannur

Duration : 60 days

Brief description Cost volume profit analysis relates to the study of how costs and profits Exhibit a change in brought about in the volume of production. It helps to understand changes in the company profit due to changes in the company variable cost, fixed cost, selling price and volume

Project Title : A Study on Financial Performance by using Ratio Analysis

Company Name: Kairali Weavers, Kannur

Duration : 50 days

Personal Qualities

- Good communication and interpersonal skills.
- Committed team player with flexible approach towards work.
- Able to perform under deadline and pressure.
- Curious to explore and learn new things.
- Self-Motivated.
- Adaptability to change environment

Personal Details

Name	Muhammed Javad M P
Date of Birth	25-05-1993
Nationality	Indian
Sex	Male
Marital Status	Single
Languages Known	English, Hindi and Malayalam
Religion	Muslim
Visit Status	Employment Visa
Passport Number	K5228579
Passport Expiry	26-07-2022
Permanent Address	Khadeeja Manzil Mangad, Kalliasseri P.O Kannur, Kerala, Pin: 670562

DECLARATION

I consider myself familiar with accounting aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

MUHAMMED JAVAD.M.P