

ASIF MUHAMMED.M



**Vadakke Panazhikam
Odayam
Varkala.P.O.,
Trivandrum – 695141
Kerala-India**

Mob: +917592059507
: +917907249440

Email: asifmohamed88@gmail.com

Job Objective

To be part of progressive organization that gives to update my knowledge skills in accordance with the trends and be a part of good team that dynamically works towards the growth of the organization and to gain satisfaction thereof.

Education Academic

- S.S.L.C. (Kerala Board of Public Examination, 2004) from M.R.M.K.M.M.H.S.S., Edava with 84.67% marks.
- Plus-2 Science (Kerala Board of Higher Secondary Examination, 2006) from M.R.M.K.M.M.H.S.S, Edava with 84.17% marks.
- B.Com (University of Kerala) –First Class
- CA Professional Competence Examination (CA-Inter) (Institute of Chartered Accountants of India, 2012).

Computer Knowledge

- Operating System(Windows 2000/XP/WN7/WN8/WN10)
- MS Office & Internet Applications.
- Tally & Financial Accounting(ERP),E-Task, Finacle in banks, E-task in travels
- Information Technology Training Course(ICAI)

Experience

- Worked as an Articled Assistant with K.Mohamed Basheer & Co., Chartered Accountants, Initiative Buildings.,Edava, Kerala – 695311 from 22.01.2008 to 21/07/2011.
- Worked as an Audit Assistant with Kuruvila George & Co., Chartered Accountants, House No.73, Shankar Nagar North, Kerala – 691001 from 01/08/2011to 31/05/2012.
- Worked as an Senior Audit Assistant with Giriraj R & Associates, Chartered Accountants, Near IOB.,Puthenchantha.,Varkala, Kerala – 695141 from 01/06/2012 to 31/01/2013..
- Worked as Accounts Manager in My Uniform, My Uniform Tower, Varkala, Kerala– 695141, an emerging uniform & dress industries having business in Dubai, from 01/02/2013 to 31.10.2014
- Worked as Senior Accountant in Fayeda Travel & Tourism, Muscat,Oman from 05.11.2014 to 30.09.2016
- Working as Finance Manager in My Uniform, My Uniform Tower, Varkala, Kerala– 695141, since 10.10.2016 an emerging uniform & dress industries having business in Dubai
- Participated in six statutory bank audits (2007 - 2012) during my CA-articleship training period.
- Running a private office in Varkala Trivandrum for GST return filing and IT filing

WORK EXPERIENCE 1

- ◆ Vouching and verification of accounts covering almost all areas of business.
- ◆ Preparation and finalization of Trading and P/L accounts and Balance sheet.
- ◆ Preparation of Cash Flow Statements for banking related purposes.
- ◆ Computation of income tax required to be paid to the Income Tax Authorities and filing of Returns.
- ◆ Preparation of bank reconciliation statements.
- ◆ Electronic filing of returns.
- ◆ Preparation of stock statements analyzing the cost of production of a commodity for Income Tax and Sales Tax purposes.
- ◆ Preparation of Receipts and Payments and Income & Expenditure accounts of non profit Making organizations.
- ◆ Accounting and verification of accounts of various entities in TALLY and generation of timely reports for filing returns.
- ◆ Preparation of Day Book and posting them into ledger accounts.

WORK EXPERIENCE 2

- ◆ Liaison with bank authorities for generation of reports.
- ◆ Verification of Concurrent Audit reports and asking for clarifications/compliance.
- ◆ Verification of all documentation related to housing loans, personal loans, agriculture loans etc.
- ◆ Verifying the status of NPA accounts and finding out whether a provision/timely follow up has been created.
- ◆ Preparation of LFAR reports.

WORK EXPERIENCE 3

- ◆ BSP Reconciliation, ADM & ACM verification and billing, RA filing and billing.
- ◆ IATA payment process and fund management.
- ◆ Reconciliation of online carriers billing statement, fund management.
- ◆ Online user ID creation, Software login creation.
- ◆ Payroll creation, accounting of bills, receipts, bank reconciliation.
- ◆ Fares, adm checking through galileo user id
- ◆ Corporate clients meeting, credit agreement approval
- ◆ Online supplier's payment, reconciliation and billing
- ◆ Preparation of monthly profit & loss account.
- ◆ Tracking of sales target, follow ups for incentives from airlines and suppliers.

Executive Summary

- Very good skill for problems solving and willingness to learn.
- Excellent communication with interpersonal skill and very good leadership qualities.
- Have positive attitude, high energy level, willing to take new challenges.

Personal Details:

Name	: Asif Muhammed.M
Gender	: Male
Father's Name	: Muhammed Basheer
Date of Birth	: 11.11.1988
Marital Status	: Married
Religion	: Islam
Nationality	: Indian
Passport No	: L7152456 (10/02/2014)
Languages Known	: English, Hindi and Malayalam

Place:Varkala,Trivandrum
Date: 01.12.2019

Asif Muhammed.M