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mtajithaugustine@gmail.com

Al Karama Dubai UAE

Education

Post-Graduation -

Master of Business Administration

Marketing & Finance Mahatma Gandhi University, Kerala, India
2018-2020

Graduation -

Bachelor of Commerce

Computer Applications Mahatma Gandhi University, Kerala, India 2015-2018

Expertise

Digital Marketing

Copywriting

SEO

Customer Relation

Quickbooks

M.T.AJITH AUGUSTINE

Accountant and Operations Executive

Accounting professional versed in internal controls, taxation and business accounting practices. Focused on helping improve financial solvency with optimised systems and accurate forecasting. Diligent about auditing records and maintaining compliance standards. Team-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management. Enjoys being part of dynamic team. Hard-working with strong organisational skills. Achieves company goals through exceptional planning and prioritisation. Strategic planner and operational leader with strong background improving performance, productivity, efficiency and profitability of departmental and organisational operations. Practiced in providing assorted teams with support and resources to succeed.



PROFESSIONAL EXPERIENCE

Big Bookkeepers | Dubai | UAE

2024 -
Present

- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Analysed monthly balance sheet accounts for corporate reporting.
- Generated invoices based on established accounts receivable schedules and terms.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Supported team members by sharing tools, templates, trackers and databases for effective team collaboration and knowledge sharing, offering additional training as required.
- Analysed financial data to track and achieve budget targets.
- Coordinated hiring, recruitment and training strategies to build successful administrative team.
- Prepared VAT and income tax forms for commercial and individual clients.
- Handle full cycle Accounts Receivables & Accounts Payable of clients assigned Perform bank and petty cash reconciliation Perform VAT registration and Corporate Tax registration for the clients Perform the filing VAT return and VAT refund for the clients
- Preparation of Management Reports and Monthly Financial Reports Ensure compliance with accounting principles and regulations Assist with budget preparation and financial forecasting of the assigned clients. Experienced in Zoho books & Tally ERP Collaborate with the team to ensure accurate financial reporting

Language

English

Tamil

Malayalam

Hindi

Skills and Attributes

- Financial reporting
- Data Entry
- Bookkeeping
- Financial management, Payroll
- Finance management
- Cash Flow analysis
- VAT returns
- Administrative support
- Leadership skills
- Salesforce CRM
- Continuous improvements
- Risk Management
- Microsoft (Excel, Word & Powerpoint) Management Skills
Strong written and oral communication
- Organization and attention to detail
Analytical and problem solving skills
Team Player Active learning Clerical knowledge

2021-
2023

Muthoot Microfin Limited | Kerala | India

OPERATIONS & ACCOUNTS AUDIT

- Reconciliation of Term loan Bank Statement Risk management and control management Coordinating with different departments Verification of various sources of funds Prepared monthly and quarterly internal audit reports.
- Verification and analysis of expenses Analysis of Statutory Compliance (TDS and TAX)
- Compiled financial data for business forecasting and budgeting.
- Recorded, classified and stored sensitive information to support financial governance.
- Kept filing, administration and recordkeeping up to date.
- Scheduled meetings, conferences and appointments.
- Coordinated events by managing budget, logistics and event support.

2018
-
2023

WINGS OF FITNESS CLUB | KERALA | INDIA

OPERATIONS & ACCOUNTS

- Database administration Leading employees and mapping their schedule Recording financial transactions and preparing regular financial reports and conducting detailed financial analyses
- Ensure that the customers are given high quality services and assist when needed
- Craft and execute marketing strategies that leverage
- Cultivated continuous improvement environment, routinely identifying and addressing training needs to drive staff development.

2019

TATA MOTORS LIMITED | KERALA | INDIA

OPERATIONS, HR & ACCOUNTS INTERN

- 2 Month Internship Provide support to finance department.
- Working with the operational department team.
- Verification of KYC of new joiners



Personal Details

DOB 04/04/1996

Marital Status Single

Driving Licence India

Declaration

I declare that above-mentioned details are true and relevant to the best of my knowledge and belief.