



ABDUL MUHAB A.P

| Auditing | Accounts & Finance| Finalization of Accounts| Financial Reporting
| Bank Reconciliation | Retail & Wholesale Trading. | SAP | MIS reporting | Internal Controls & Audit Compliance
| Multi-Entity Financial Consolidation

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Experience Summary:

Dynamic and results-driven finance professional with over 5 years of comprehensive experience in Accounting, Auditing, and Financial Reporting across wholesale, retail, trading, and service sectors. Skilled in managing multi-company accounts, conducting internal audits, and delivering accurate financial insights. Adept at using SAP, Tally ERP, and Excel for data analysis, automation, and reporting. Known for analytical mindset, attention to detail, and streamlining finance operations for organizational success.

Work Experience: 5+ Years

Geepas BPO

Senior Financial Accountant, January 2024 – November 2024

- Managed end-to-end accounting operations for six entities, including journal entries, general ledgers, trial balance, and financial statement preparation.
- Led monthly, quarterly, and annual closings, ensuring compliance with IFRS and local accounting standards.
- Supervised payroll processing, budgeting, bank reconciliations, accounts payable (AP), and accounts receivable (AR).
- Utilized SAP (FICO, MM) and Tally ERP to streamline transaction processing, enhance data integrity, and automate financial reporting.
- Established internal controls and financial procedures, improving accuracy, reducing operational errors, and supporting audit readiness.
- Coordinated with external auditors, prepared audit schedules, and addressed queries to ensure timely Audit completion.

Babasons (Choitrams) – Kingdom of bahrian

Internal Auditor, November 2022 - November 2023

Job Responsibilities:

- Conducted internal audits of finance, procurement, inventory, and operational processes to assess Compliance with internal controls, risk management, and policy adherence.
- Evaluated procurement cycles, verified vendor payments, and performed contract compliance checks to Reduce financial risks and eliminate discrepancies.
- Assessed inventory management systems, performed physical stock verification, and identified Opportunities to reduce wastage and enhance efficiency.
- Leveraged SAP tools to audit pricing structures, validate article master data, and ensure data accuracy across departments.
- Provided training to staff on maintaining financial records and internal control best practices, Strengthening compliance culture.

SRVC & Company Chartered Accountants – Kerala, India.

Audit Assistant, Mar 2021- Feb 2022

Job Responsibilities:

- Working as part of a team checking a client's financial documents and providing client- focused services
- Maintain a strong client focus, be responsive to client requests, and develop/maintain productive working relationships with client personnel
- Preparation of Financial Statements for Corporate and Non-corporate assesses.
- Preparation of financial planning and Financial Reporting.
- Engage in Tax Audit, Internal Audit and GST Audit.
- Engage in Bank Tax Audit and Internal Audit.
- Computation, Payment and filing of Income Tax.
- Company Incorporation and legal works.
- Maintenance of Books of Accounts and Accounting Service for Non-Corporate Assesses
- Complete audit work papers by documenting audit tests and findings.
- Preparation of P&L – Monthly, Quarterly and Half Yearly Closing.
- Preparation of all kinds of Budget
- Reconciliation of Bank Statements, Supplier Ledgers and Client Ledgers
- Producing error-free accounting reports and present their result
- Spot errors and suggest ways to improve efficiency and spending.
- Independently handled end to end audits of various companies in commercial, construction, service and other industries.
- Attended meetings with clients and discussed the issues found during the assignment.
- Monitor and review accounting and related system reports for accuracy and completeness.

Appans Distributors – Kerala, India.

Accountant, Jan 2018- Feb 2020

Job Responsibilities:

- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Summarized current financial status by collecting information, preparing balance sheet, profit & loss statement and other reports.
- Maintained cash flow by monitoring bank balances and cash requirements.
- Establish & maintained chart of accounts in the system software
- Performed comparative & variance analysis
- Reconciled subsidiary & creditor accounts
- Process supplier invoices and prepare cheques and associated reports
- Respond to vendor inquiries as required
- Controlled operations of Sales & Receivables
- Follow ups on receivable: Maintain and distribute accurate listing of overdue
- Respond to client or payer account inquiries as required
- Physical Stocktaking: time to time warehouse visit & supervision
- Bank Statement Reconciliations
- Prepared month-end and year-end close process & statements.
- Ensured accuracy of daily transactions by verification & rectification.
- Supervised the documents & voucher filing system

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Qualification:

- Master of Commerce - Finance University of Madras, India – 2021
- CS Final Institute of Company Secretary of India. (ICSI)
- Bachelor of Commerce - Finance University of Calicut, India – India 2017
- Higher Secondary Education (Commerce with Computer Application)

Professional Skills:

- Expertise level of ERP knowledge
- Expertise knowledge in SAP(FICO,MM, Warehouse management)
- Saral Tax Office and Saral TDS (E-filing Packages)
- Confident to do any Accounting Software (Audit level & Accounting level)
- Thorough knowledge in Banking and related activities
- Accounting Packages – Tally ERP,SAP(fico)
- MS Office specifically Excel, Word, PowerPoint& Outlook
- Proficient user of PC hardware & Software
- Graphic Designing Software (Adobe Photoshop, Illustrator, etc)
- SAP- Finance and Controlling
- Peach Tree

Strength:

- Having good observation and analytical skill
- Quick learner and a team player
- Enthusiastic, eager to learn. Always has a positive attitude
- Comprehensive Problem-solving abilities
- Punctual, self-motivated and dedicated to the job
- Hardworking, Self-Confident & Responsible

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- Languages known: -English, Hindi, Malayalam

Personal Details:

- Date of Birth :16/08/1996
- Marital Status : Single

Declaration:

I hereby declare that all the details furnished above all true and best to my knowledge and belief

Abdul Muhab AP