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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

Zoho
Tally
VAT and Corporate tax Registration
VAT Filing.
Microsoft Exccl
Digital Marketing
Customer Relation
Serenpro

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 I Dubai I UAE

**2023 -
Present**

Junior Accountant

- 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.
- 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'
- 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
- Payroll
- Finance management
- Cash Flow analysis
- VAT returns
- Administrative support
- Leadership skills
- 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

18/2/1997

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.