

MUHAMMED ISMAIL

ACCOUNTANT

CONTACT INFORMATION

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Villa No 42, Rashidiya, Dubai, UAE

EDUCATION

BACHELOR OF COMMERCE (B.COM)

- Calicut University, Kerala, India

HIGHER SECONDARY | 2010

- Board of Higher Secondary Examination, Kerala, India

TECHNICAL SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Tally Prime
- QuickBooks
- Autoline
- Peachtree Accounting Software
- WinSoft
- Matrix ERP
- UAE VAT Accounting
- Financial Reporting Tools
- Accounting Software Operations

PROFESSIONAL SUMMARY

Detail-oriented Accountant with 12 years of experience in UAE and India, specializing in financial accounting, accounts payable & receivable, Cash Flow management, bank reconciliation, VAT compliance, financial reporting, and inventory accounting. Proficient in Tally Prime, QuickBooks, Autoline, and MS Office, with a strong track record of ensuring financial accuracy, regulatory compliance, and efficient accounting operations. Seeking an Accountant, Senior Accountant, or Finance Executive role.

KEY SKILLS

Team Work | Work Ethic | Attention to Detail | Leadership Quality | Decision-making | Stress Management | Planning & Organization | Problem Solving | Adaptability | Positive Attitude | Motivation

WORK EXPERIENCE

ACCOUNTANT | March 2024 – Present

ATLANTIC MOTORS FZCO, DUBAI, UAE

Company Profile: Multi-Brand Automotive Export Dealer operating five showrooms and one Accessories and upholstery garage across Dubai, UAE, under Muhanad Group – Iraq, specializing in the export and distribution of premium and luxury vehicles, including Audi, Mercedes-Benz, Rolls-Royce, Toyota, Lexus, and Nissan.

Key Responsibilities

- Prepared monthly expense statements and financial reports for management review.
- Managed fixed asset accounting, including asset creation, allocation, and maintenance of the fixed asset register.
- Prepared and analyzed weekly and monthly purchase and sales reports to support management decision-making.
- Prepared and maintained weekly expense statements, ensuring accuracy and timely reporting.
- Verified, posted, allocated, and reconciled Accounts Payable (AP) and Accounts Receivable (AR) transactions.
- Performed bank reconciliations and maintained the accuracy of the General Ledger and Chart of Accounts.
- Computed VAT, verified supporting documentation, and ensured compliance with UAE VAT regulations.
- Tracked and reconciled daily cashier receipts, payments, and cash transactions.
- Prepared Employee Statements of Account (SOA) and coordinated payroll-related documentation with the HR Department.
- Reconciled inventory of automotive accessories, seat upholstery, tools, and company assets.
- Tracking store keeper record for Issued spare parts and accessories to workshop technicians while maintaining installation records by vehicle chassis number.
- Prepared financial schedules and supporting documentation for management reporting and audit requirements.
- Maintained accurate accounting records in compliance with company policies, internal controls, and financial reporting standards.
- Calculate and record monthly depreciation of fixed assets in accordance with company policies and accounting standards.

SKILLS

Accounting & Financial Management

- Financial Reporting & Analysis
- Financial Statement Preparation
- General Ledger (GL) Management
- Accounts Payable (AP) & Accounts Receivable (AR) Management
- Bank Reconciliation & Account Reconciliation
- Trial Balance Preparation & Reconciliation
- Month-End & Year-End Financial Closing
- Profit & Loss (P&L) Reporting
- Balance Sheet Preparation
- Cash Flow Management
- Budgeting & Financial Forecasting
- Financial Planning & Analysis (FP&A)
- Cost Control & Cost Analysis
- Fixed Asset Accounting
- Inventory Accounting & Reconciliation
- Payroll Processing & Salary Administration
- Journal Entries & Account Adjustments
- VAT Compliance & Tax Documentation

Professional Skills

- Financial Data Analysis
- Analytical Thinking & Problem Solving
- Attention to Detail & Accuracy
- Time Management & Deadline Management
- Team Collaboration & Coordination
- Stakeholder Management
- Effective Communication Skills
- Decision-Making Skills
- Confidentiality & Business Integrity
- Organizational Skills
- Multitasking & Priority Management

ACCOUNTANT | December 2019 – January 2024

THE GEARBOX AUTO SERVICES LLC, DUBAI, UAE

Company Profile: A leading automotive service provider in the UAE, specialising in the maintenance, repair, diagnostics, and customisation of premium and luxury vehicles. The company is recognised for delivering high-quality automotive solutions for world-renowned brands, including Ferrari, Lamborghini, Porsche, Mercedes-Benz, Rolls-Royce, and BMW, while maintaining the highest standards of workmanship and customer satisfaction.

Key Responsibilities

- Prepared and finalised monthly and annual financial statements, including the Income Statement, Balance Sheet, and Cash Flow Statement.
- Tracking cash flow and preparing daily, weekly and monthly reports.
- Calculating monthly depreciation and Allocating Assets.
- Managed the General Ledger and ensured the accuracy of financial records and accounting transactions.
- Verified, allocated, posted, and reconciled Accounts Payable (AP) and Accounts Receivable (AR), including follow-up on outstanding receivables.
- Performed monthly bank reconciliations and maintained the Chart of Accounts.
- Prepared Profit & Loss (P&L) statements, budgets, financial forecasts, and variance analysis.
- Calculated, reconciled, and submitted UAE VAT returns in compliance with Federal Tax Authority (FTA) regulations.
- Managed fixed assets, including asset capitalization, depreciation, and reconciliation.
- Monitored company assets, liabilities, and working capital to ensure accurate financial reporting.
- Analyzed operating expenses and implemented cost control initiatives to improve profitability.
- Reviewed and approved payment vouchers, receipt vouchers, petty cash transactions, and journal vouchers.
- Reconciled inventory records and ensured the accuracy of stock valuation and inventory movements.
- Prepared Wages Protection System (WPS) payroll files and forecasted cash flow and payment schedules.
- Prepared monthly management reports and presented financial analysis to senior management.
- Supported internal and external audit activities by preparing financial schedules and supporting documentation.
- Coordinated with the PRO and Human Resources departments on payroll, employee documentation, and statutory requirements.
- Responded to management's financial enquiries by providing timely financial reports, analysis, and recommendations.
- Ensured compliance with International Financial Reporting Standards (IFRS), UAE regulations, company policies, and internal controls.

ACCOUNTANT | October 2016 – November 2019

MOHIDEEN GENERAL TRADING LLC, DUBAI, UAE

Company Profile: A leading Wholesale and Retail FMCG company with a workforce of more than 400 employees, specializing in the manufacturing, distribution, and marketing of high-quality consumer products under its own proprietary brands. The company operates an integrated business model encompassing production, supply chain management, wholesale distribution, and retail operations, serving a diverse customer base while maintaining high standards of quality and operational excellence.

Key Responsibilities

- Performed monthly bank reconciliations and maintained accurate bookkeeping records using ERP accounting systems and manual accounting processes.
- Managed the General Ledger and ensured the accuracy and integrity of financial transactions.
- Analysed employee expense claims and ensured compliance with company policies and approval procedures.
- Managed income and expenditure accounts, ensuring accurate recording, reconciliation, and reporting.
- Prepared monthly, quarterly, and annual financial statements and management reports.
- Calculated, filed, and remitted VAT returns in compliance with applicable tax regulations.
- Conducted financial analysis and prepared management reports to support strategic business decisions.
- Assisted in the preparation of annual budgets, financial forecasts, and cash flow projections.
- Maintained effective internal controls to safeguard company assets and ensure financial accuracy.
- Verified and audited financial transactions by reviewing supporting do

LANGUAGES KNOWN

English 100 %

Malayalam 100 %

Hindi 85 %

Tamil 85 %

Arabic

PERSONAL DETAILS

Gender : Male

Date of birth : 06/10/1993

Nationality : Indian

Marital Status : Married

Passport No : V9104077

Date of Expiry : 25/08/2032

Visa Status : Employment visa

DRIVING LICENSE DETAILS

Holder of Valid **UAE** Driving License

License No 4080030

REFERENCE

- **Available upon request**

- Supported month-end and year-end closing activities, ensuring timely and accurate financial reporting.
- verified and audited financial transactions by reviewing supporting documents and accounting records.
- Assisted internal and external auditors by preparing reconciliations, schedules, and audit documentation.
- Identified cost-saving opportunities and recommended process improvements to enhance operational efficiency.
- Ensured compliance with accounting standards, statutory regulations, and company financial policies.
- Collaborated with cross-functional departments to support finance, operations, and business objectives.

ACCOUNTANT | February 2014 – August 2016

EUROTECH BATH AND KITCHEN PVT LTD, INDIA

Company Profile: A leading bath fittings and ceramic manufacturing and trading company in India, specialising in the design, manufacturing, distribution, and marketing of high-quality sanitaryware, bath fittings, ceramic products, and plumbing solutions. The company serves both domestic and commercial markets through a strong distribution network, delivering innovative products while maintaining high standards of quality, reliability, and customer satisfaction.

Key Responsibilities

- Managed end-to-end accounting operations, ensuring the accuracy and integrity of financial records.
- Prepared daily sales and purchase reports and recorded financial transactions in the accounting system.
- Maintained the General Ledger by preparing and posting journal entries and performing account reconciliations.
- Computed taxes and prepared tax returns in compliance with statutory and regulatory requirements.
- Performed monthly bank reconciliations and maintained the accuracy of the Chart of Accounts.
- Conducted inventory verification, stock-taking, and reconciliation to ensure accurate inventory records.
- Processed monthly payroll and maintained employee salary records.
- Monitored Accounts Receivable (AR), followed up on outstanding customer payments, and processed bank deposits.
- Prepared monthly, quarterly, and annual financial reports for management review.
- Assisted in the preparation of budgets, financial forecasts, and cash flow projections.
- Prepared monthly Profit and Loss (P&L) Statements, Balance Sheets, and other financial reports.
- Recorded and reconciled asset, liability, and capital accounts to ensure accurate financial reporting.
- Responded to management's financial enquiries by providing timely financial reports, analysis, and recommendations.

CORE COMPETENCIES

- Managing end-to-end accounting operations, including financial transactions, reporting, and record maintenance.
- Processing daily accounting transactions with accuracy and proper documentation.
- Performing supplier account reconciliation and resolving discrepancies.
- Managing customer account reconciliation and monitoring outstanding balances.
- Preparing and controlling payment vouchers, receipts, and supporting documents.
- Handling petty cash management and maintaining accurate cash transaction records.
- Managing purchase and sales accounting activities, including invoice processing and verification.
- Maintaining accounting records, ledgers, and financial documentation systematically.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MUHAMMED ISMAIL