

# Muhammed Ajmal K

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## Contact Information

Doha, Qatar

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Email: [ajumk7@gmail.com](mailto:ajumk7@gmail.com)

## Professional Summary

Highly motivated and results-driven Accountant with extensive experience in managing financial records, ensuring accuracy and compliance, and supporting business operations. Adept at utilizing accounting software and tools to enhance efficiency. Seeking a challenging role in a dynamic organization to leverage my skills and contribute to the growth and success of the team.

## Accounts Assistant | Marso Supermarket / Offer kart

Sharjah, UAE June 2022 – August 2024

- Managed financial transactions and maintained accurate financial records.
- Prepared and analyzed financial statements and reports.
- Assisted in budgeting and forecasting activities.
- Ensured compliance with accounting standards and regulations.
- Collaborated with team members to streamline accounting processes.

## Accountant | Nalakath Agencies

December 2020 – June 2021

- Handled accounts payable and receivable functions.
- Reconciled bank statements and financial discrepancies.
- Prepared tax returns and ensured timely submission.
- Utilized accounting software to maintain financial data.
- Provided support for audits and financial reviews.

## Accountant | A&T Associates

July 2018 – September 2020

- Manage accounts payable and receivable; reconcile bank statements and ledger accounts.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Maintain general ledger entries and ensure all financial transactions are properly recorded.
- Assist with internal and external audits; provide documentation and explanations as required.
- Ensure timely and accurate invoicing, billing, and collections.

## **Education**

### **Bachelor of Commerce**

University of Calicut, Calicut 2015 – 2018

### **Higher Secondary Education**

Kerala, India 2013 – 2015

## **Skills**

- Accounting Software: Tally, QuickBooks
- Microsoft Office Suite: MS Word, Excel, PowerPoint
- Effective communication and interpersonal skills
- Quick learner with adaptability to new technologies and methods
- Strong analytical and problem-solving abilities
- Ability to work under pressure and meet tight production deadlines.

## **Languages**

- English
- Malayalam (Native)
- Tamil
- Hindi

## **Personal Details**

Date of Birth: 28/05/1998

Gender: Male

Nationality: Indian

Visa Status: Employment Visa

## **Passport Details**

Passport No: C7209596

Issue Date: 13/01/2025

Expiry Date: 12/01/2035

## **Declaration**

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

Place:

Date:

Signature:

Muhammed Ajmal K