

RESUME

MUHAMMED ARIF N.K.

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+91-8943786065



CAREER OBJECTIVE

Accurate and experienced accountant with 20+ years of experience in a variety of industries. Proven ability to prepare financial statements, manage accounts, and provide financial analysis. Seeking a challenging position in a fast-paced environment where I can use my skills and experience to make a significant contribution.

EDUCATION

Chartered Accountancy : Completed from Institute of Chartered Accountants of India (ICAI) in 2000-2003
3 years mandatory Article ship

B.Com : Completed in 2000 from University of Calicut, India

Pre-Degree : Completed in 1997 from University of Calicut, India

WORK EXPERIENCE

HAJEE V AHMED AND SONS, Manjeri - India. (2015-Present)
(FMCG Wholesale Distributor)

Designation: General Manger

Developed and implemented strategies to grow the business.
Managing the sales team and ensure they are meeting sales targets.
Ensured the efficient delivery of products to customers.
Developed and maintain relationships with key suppliers and customers.
Oversee the financial performance of the business.
Managed the risk management function.
Ensured compliance with all relevant laws and regulations.
Represented the company at industry events and conferences.

EARTH METALS LLC -(2014 TO 2015)

Sultanate of Oman. Designation:
Internal Auditor

Conducted internal audits to ensure the company's financial controls are effective.
Evaluated the company's risk management, internal controls, and compliance with laws and regulations.
Made recommendations for improvements to the company's internal controls.
Reported the results of audits to management and the board of directors.

FREELANCE ACCOUNTING AND AUDITING SERVICE- INDIA (2012 TO 2014)

Prepared financial statements for a variety of small businesses
Managed accounts payable and receivable
Provided financial analysis to clients
Successfully implemented several new accounting procedures.

AL HATHBOOR GROUP-DUBAI-(2011 TO 2012)

Designation: Audit Assistant.

Provided administrative support to the audit team, including preparing audit files, scheduling meetings, and tracking audit progress.

Assisted with the planning and execution of audits, gathering and analyzing data, and preparing audit reports.

Maintained audit databases and records.

Stayed up-to-date on auditing standards and regulations.

BADR AL SAMAA GROUP OF HOSPITAL & POLY CLINICS (2008-2011)

Muscat- Sultanate of Oman.

Designation: Senior Accountant

Prepared financial statements in accordance with GAAP

Managed accounts payable and receivable

Provided financial analysis to senior management

Successfully identified and corrected several accounting errors.

A. M MOTORS, MALAPPURAM, INDIA. (2003-2008)

(Authorized Dealer for Maruti Suzuki Vehicles - India)

Designation: Finance Manager.

**ACCOUNTING
SOFTWARES AND
ANALYSIS TOOLS**

- Tally, Sage, Acrobis, MS Excel and other CRM Softwares.

**PERSONAL
DETAILS**

Date of Birth : 20th April, 1979
Sex : Male
Nationality : Indian
Languages known : English, Hindi, Malayalam, Tamil & Arabic (Read & Write)
Passport Valid up to : 01.09.2025 (No. N1960670)
Address : M T House, West Muthiriparamaba,
Velluvambram PO Malappuram
PIN 673642 KERALA. INDIA.
Mob: +91-8943786065

**TAX PREPARATION
MODULES**

GST Portal India. Tax Soft.

SOFT SKILLS

- Communication
 - Team Work
 - Problem Solving
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REFERENCE

MV.Kuttiamu FCA, Partner,
Kuttiamu&Sakeer, Chartered Accountants, Calicut, Kerala
Tel : +91-9562200400

Rafeek Vazhappully, Manager -Financial Control
National Technology Enterprises Company K.S.C.C. ("NTEC")
KIPCO Tower, 28th Floor, Al-Shuhadaa St, Sharq, P.O. Box 2294, Kuwait
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I declare that all the above written particulars are true and correct to the best of my knowledge. Should I be offered an opportunity, I will discharge the duties entrusted to me the best of my capacity and entire satisfaction of my superior and to achieve the goal of my organization.

MuhammedArif N.K.

10-08-2023

Malappuram