

MUHAMMED AMEEN FM



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PROFESSIONAL SUMMARY

Detail-oriented and analytical accounting professional with expertise in financial accounting, bookkeeping, tax preparation, payroll processing, and accounting software (Tally, QuickBooks, Peachtree). Skilled in bank reconciliation, budgeting, financial reporting, and auditing compliance. Strong problem-solving, organizational, and communication skills, with a commitment to accuracy, integrity, and efficient financial management.

SKILLS

Professionalism

Compassion

Dependability

Patience and Adaptability

Quick Learner

Creativity

Strong communication & good at following instructions

Self-Motivated

Attention to Detail

Analytic Skills

Optimistic

Leadership skills

Documentation

WORK EXPERIENCE

INTERN | April 2025 – July 2025

TAXPERT GCC, KOCHI, KERALA, INDIA

- Assisted in Audit & Risk Advisory, Financial Accounting, and Tax Filing (GST, VAT, Income Tax).
- Managed client accounts, including Oman-based clients, and ensured timely compliance.
- Prepared financial statements, reports, and reconciliations under supervision.
- Gained hands-on experience with Advanced Excel, Tally, and Zoho for data analysis and reporting.

EDUCATION

BBA

2021 – 2024

● **CALICUT UNIVERSITY**

CERTIFICATION COURSES

- **TAXPERT PRO ACC PROGRAM**
 - Taxpert GCC
- **ADVANCED DIPLOMA IN FINANCIAL ACCOUNTING** | March 2025
 - College of Commerce, Kerala, India

COMPUTER SKILLS

- Tally
- Peachtree
- QuickBooks
- Excel
- MS Office Packages
- Net Browsing
- Basic Operation

CORE COMPETENCIES

- Financial Accounting
- Bookkeeping
- Accounts Payable / Receivable
- General Ledger Management
- Bank Reconciliation
- Payroll Processing
- Tax Preparation & Filing
- Budgeting & Forecasting
- Financial Reporting & Analysis
- Auditing & Compliance
- Cost Accounting & Inventory Management
- Cash Flow Management
- Fixed Assets Accounting
- Financial Statement Preparation
- Variance Analysis
- Accounts Reconciliation
- Regulatory Compliance (GST, VAT, Income Tax, TDS)
- ERP Software Knowledge
- Budget Control & Expense Tracking
- Internal Controls & Risk Management

LANGUAGES KNOWN

- English : Reading, Writing, Spoken Interaction
- Malayalam : Reading, Writing, Spoken Interaction
- Hindi : Reading, Writing, Spoken Interaction

PERSONAL DETAILS

Gender : Male
Date of Birth : 03/09/2001
Marital Status : Single
Nationality : Indian
Visa Status : Visit Visa
Passport Expiry : 16/02/2031