



# MOHAMMED THAMEEM

## SUMMARY

A recent accounting and commerce graduate currently working towards completing the remaining ACCA exams and hence become a chartered accountant. In pursuit of a career in accountancy and future aspirations include business management. Looking for a role within an organization that supports professional and personal development

📍 Dubai, U.A.E

✉️ thameemattul@gmail.com

☎️ 050-9284005

📅 20-08-2000

## Skills

- ♦ Accounting and Analytical skill
- ♦ Time management
- ♦ Written and Verbal Communication skill
- ♦ UAE VAT and Regulations
- ♦ Corporate Tax
- ♦ Investment appraisal techniques
- ♦ IT Knowledge
- ♦ Highly Trustworthy and ethical

## Software Skills

- ♦ **Microsoft Office**  
Word and Advanced Excel
- ♦ Tally ERP 9

## Certifications

- ♦ Diploma in Finance & Accounting

## Languages

- ♦ English 
- ♦ Malayalam 
- ♦ Tamil 

## Experience

### Humaid Alkaabi Accounts & Audit- Oct 2023-Mar 2024 (Dubai – UAE)- Audit Associate and ICV executive

- ♦ Planning the ICV audit program and requisite registrations guidance for certification process
- ♦ Recommending score improvement plan
- ♦ Conducting and reviewing ICV
- ♦ Financial Reporting
- ♦ Processed daily and monthly journal entries of various client
- ♦ Requesting Client data (Information request)
- ♦ Organize information documentation and create work paper files

### Mubashir & Co Chartered Accountants Sep 2022- Mar 2023 (Payyanur, Kerala-India)- Audit Associate

- ♦ Monthly closure of books of account.
- ♦ GL Reconciliation and Bank Reconciliation
- ♦ Preparation of VAT and GST reports
- ♦ Processed AP and AR
- ♦ GST Filing-Monthly and Quarterly
- ♦ Financial Reporting
- ♦ Processed daily and monthly journal entries of various client
- ♦ Requesting Client data(Information request)
- ♦ Organize information documentation and create work paper files

## Education

**ACCA Finalist** - Association of Chartered Certified Accountant

**Bachelor of Commerce** – Kannur University 2019-2022