



MOHAMMED KAMAL KINATHIYIL

ACCOUNTANT

CONTACT

+971 561369133

kamalkmk007@gmail.com

Abu Dhabi, UAE

EDUCATION

B. Com | 2020 – 2024

- Rabindhranath Tagore University

ADVANCED DIPLOMA IN

ACCOUNTING AND FINANCE | 2022

- BPP University, Waterloo-London, England

HIGHER SECONDARY- SCIENCE | 2017

ACCOUNTING AND BUSINESS | 2022

- Board of Higher Secondary Examination, Kerala, India
- Govt. Model HSS, Calicut, Kerala, India

SSLC | 2015 | 95%

- Board of Public Examination, Kerala, India
- Presentation Higher Secondary School,

PROFESSIONAL QUALIFICATION

- Advanced Diploma in Accounting and Business | 2022
 - ACCA
- Association of Chartered Certified Accountant (ACCA)
 - 8 Papers Cleared

PROFESSIONAL SUMMARY

ACCA finalist with a B.Com and extensive experience in Accounting. Skilled in financial transactions, VAT returns and filings, reporting, bank reconciliations, payroll support, and month-end and year end closing, ensuring accuracy and compliance through effective use of financial software's. Strong analytical skills with a focus on optimizing financial processes and efficiency.

KEY SKILLS

Team Work

Work Ethic

Observation

Leadership

Multi-Tasking

Decision Making

Interpersonal ability

Attention to Detail

Adaptability

Time Management

Analytic Skills

WORK EXPERIENCE

ACCOUNTS ASSISTANT | Feb 2023 – 30 Jul 2024

QX GLOBAL GROUP

KEY RESPONSIBILITIES

- Processed invoices, payments, and reconciled accounts to ensure accurate financial records.
- Assisted in preparing financial reports, budgets, and forecasts for management review.
- Maintained accurate records of all financial transactions, ensuring compliance with company policies and procedures.
- Supported month-end and year-end closing processes by preparing journal entries and updating ledgers.
- Monitored accounts receivable and payable, resolving discrepancies and following up on overdue payments.
- Collaborated with cross-functional teams to streamline accounting process and improve efficiency.
- Updated and managed the company's accounting systems, ensuring data integrity and accuracy.
- Verified and processed employee expense claims, ensuring adherence to company policies.
- Prepared and submitted tax filings, including VAT and Corporate tax, ensuring compliance with regulatory requirements

ACCOUNTANT | Jul 2017 – Aug 2019

TAXWAY SOLUTIONS, PERINTALMANNA, KERALA, INDIA

KEY RESPONSIBILITIES

- Recorded daily financial transactions and maintained accurate accounting records.
- Prepared and processed invoices, ensuring timely and accurate billing.
- Managed and reconciled bank statements to ensure accurate financial reporting.

COMPUTER PROFICIENCY

MS Word/ Excel	★★★★★
QuickBooks	★★★★★
Xero	★★★★★
Tax Calc	★★★★★
Dext	★★★★★

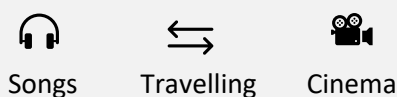
LANGUAGES KNOWN

English	<div style="width: 100%;"></div> 100 %
Malayalam	<div style="width: 100%;"></div> 100 %
Hindi	<div style="width: 90%;"></div> 90 %
Tamil	<div style="width: 50%;"></div> 50 %

AREAS OF EXPERTISE

- Financial Transaction Processing
- Accounts Payable & Receivable Management
- Month-End & Year-End Closing
- Bank Reconciliation
- Payroll Processing
- Financial Reporting & Analysis
- Tax Filings & Compliance
- Expense Monitoring & Budget Adherence
- Accounting Software Proficiency
- Record Keeping & Documentation

INTERESTS



REFERENCE

- Available upon request

VISA STATUS

- Visit Visa (Transferable)

- Prepared monthly financial statements, including profit and loss accounts .
- Coordinated and processed payroll, including approval of travel allowances.
- Monitored and analysed financial performance, providing reports to clients.
- Managed accounts payable and receivables for multiple clients, ensuring timely payments and collections.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 21-05-1999
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Kinathiyil House, Pooppalam, Valambur PO, Malappuram, Kerala, India, 679325

PASSPORT DETAILS

Passport Number	: R1144416
Date of Expiry	: 04-06-2027
Place of Issue	: Malappuram

DECLARATION

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

MOHAMMED KAMAL KINATHIYIL