

MAJID MELETHIL

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Finance & Accounts Specialist *Expertise in VAT Compliance & Financial Reporting*

EXECUTIVE SUMMARY

Detail-oriented and results-driven **Accounting Professional** with **over 6 years** of hands-on expertise in tax accounting, financial reporting, and full-cycle bookkeeping across diverse industries. Proficient in **Microsoft Dynamics 365, Tally ERP, Advance Excel, and Peach-tree Sage50**, with proven ability to manage accounts payable/ receivable, maintain accurate financial records, and ensure compliance with UAE tax and regulatory requirements. Adept at preparing financial statements, conducting audits, managing VAT filings, and performing intercompany reconciliations, while providing actionable insights to support business decision-making. Skilled in process optimization, cost control, and workflow improvements, consistently enhancing operational efficiency and audit readiness. Strong analytical, technical, and client-facing skills with a track record of accurate, timely, and compliant financial management.

CORE COMPETENCIES

- Full-Cycle Accounting & Bookkeeping
- Tax Accounting & VAT Compliance (UAE FTA)
- Financial Reporting & Statement Preparation
- Accounts Payable & Receivable Management
- Payroll Processing & Salary Management
- Budgeting, Forecasting & Financial Analysis
- Intercompany Reconciliations & Audit Support
- Process Improvement & Workflow Optimization
- Cost Control & Expense Monitoring
- Client Communication & Billing Resolution
- Risk Analysis & Compliance Management
- Product costing & Pricing
- Cash flow management

PROFESSIONAL EXPERIENCE

Since December 2022 – April 2026 with Yield Financing Broker – Under Yield 4 finance Group of Companies, Dubai, UAE as Accountant

Financial Accounting & Reporting:

- Maintained daily financial transactions and bookkeeping in ERP systems, ensuring data accuracy and up-to-date records
- Prepared Balance Sheet, Profit & Loss accounts, and financial statements, providing actionable insights for management decision-making
- Assisted in quarterly VAT filings, ensuring full compliance with local tax regulations

Accounts Payable & Receivable:

- Processed payments to suppliers and collections from clients on time by managing accounts payable and receivable
- Implemented timely reminders and follow-ups on receivables, reducing overdue payments and improving cash flow
- Processed online banking transactions, PDC cheques, WPS payments, and utility bill settlements efficiently

Expense Control & Procurement:

- Optimized operational spend by monitoring miscellaneous expenses, and identifying cost-saving opportunities
- Procured office supplies, printing, and stationery, ensuring uninterrupted office operations
- Administered petty cash transactions with accuracy and accountability

Process Improvement & Compliance:

- Improved efficiency, accuracy, and audit readiness by streamlining routine accounting processes in ERP systems
- Supported internal and external audits by maintaining accurate records, reconciliations, and documentation

Apr 2020 – Sep 2022 with Ela Group , Kerala, India as Principal Consultant

- Identified new market opportunities
- Created proposals & Supported to close deals
- Analysed business plans, provided financial forecasting, and risk analysis
- Build and maintained strong, Long-term partnerships with stakeholders
- Stayed up-to-date with industry advancements
- Analysed customer consumption pattern
- Found suppliers for the materials
- Structured franchising based business marketing

Oct 2019 - Apr 2020 with French Bakery , Dubai , UAE as Cost Controller

- Product recipe costing
- Creation and posting of the assembly orders
- Product checking and verification
- Inventory valuation and variance analysis
- Find and reduce production wastage
- Prepare and submit month end reports

Jan 2019 - Sep 2019 with Suvudha Kendra, Kerala, India as Tax Consultant

- Goods and Service Tax (GST) Registration, return Filing and compliance management
- Assistance with Income Tax Return (ITR) filing , TDS filing and PAN Card application
- Provide services related to business licensing and digital services like DSC (Digital Signature Certificate)
- Accounting and Bookkeeping services
- Documentation of New franchises

Apr 2018 - Jan 2019 with Instant Furniture , Kerala, India as Accountant

- Petty cash handling
- Maintained inventory records and allocation
- Follow Up with customers for delayed payments
- Maintained books of accounts in a computerised environment
- Prepared customer statements, Bills and invoices
- Handled GST , E-way bills
- Reconciliation

Mar 2017 - Mar 2018 with Beauty Mark Gold & Diamonds,, Kerala, India as Accountant

- Prepared Financial statements and reports
- Maintained proper stock records
- Reconciliations of Bank and Account Receivables / Account Payables
- Dividend calculations and Payments
- Assisted VAT & TDS filing
- Process WPS
- Follow up with delayed payments

SKILLS

Accounting Software. : Tally ERP 9, Microsoft Dynamics 365, Peach tree Sage 50, Customised Software's like Shop, Calibri, ..
Financial Management. : Budgeting, Forecasting, Financial Analysis, Cash Flow Management
Accounting Principles and compliance: IFRS, Financial reporting & Tax regulations
Payroll Management. : Salary Processing, Journal Vouchers, Payroll Vouchers
MS Excel: VLOOKUP, HLOOKUP, Macro, Pivot Tables, Advanced Formulas
Tax : Calculation, Finalisation and VAT return filing, GST Filing, Assisted with Corporate Tax

Bookkeeping – Adaptability & Lifelong Learning. – Business Awareness – Financial Compliance Coordination - Audit Readiness & Documentation - External Audit Liaison - General ledger accounting – Reconciliations - Tax knowledge – Attention to Detail & Accuracy - Problem Solving - Time Management & Deadline Orientation - Stakeholder Management

ACADEMIC CREDENTIALS

2016 B.Com – Finance from University of Calicut
2017 Certified Industrial Accountant (CIA) from ICA – Approved by NSDC

PERSONAL DETAILS

Date of Birth: 07th March 1995
Languages Known: Malayalam, English, Hindi, and Tamil
Marital Status: Married
Passport Number: R 1838240
Visa Status: Employment Visa – In grace Period
Expiry : 04th July 2026
Notice Period: Immediate Joining
U.A.E Driving License No: 4843617