

MUHAMMED LAZIM

Certified Management Accountant (CMA) | Junior Accountant

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PROFESSIONAL SUMMARY

CMA qualified Accounting and Finance Professional with 1 year of hands-on experience in Accounts Payable, general ledger maintenance, and reconciliations across India and the UAE. Skilled in invoice verification, coding, and posting, month-end close support, and balance sheet and general ledger reconciliations, including fixed asset accounting. Comfortable working in ERP systems for transaction processing and financial reporting, with strong analytical skills and solid grounding in UAE VAT and Corporate Tax compliance.

SKILLS

- **Accounting & Control:** Book keeping, Accounts payable (AP) & receivable (AR), invoice verification, coding & posting, bank, vendor, customer & balance sheet reconciliations, fixed asset register maintenance, depreciation entries, accruals & prepayments, month-end close.
- **FP&A & Reporting:** Variance analysis, MIS & KPI reporting, Budgeting & Forecasting, financial reporting, exception analysis.
- **Compliance:** UAE VAT & corporate Tax compliance, GST Filing, Internal Controls, Internal Audit
- **Software:** Microsoft Excel and Power Point (MS Office), Power BI, ERP/accounting systems (Odoo, Zoho Books).
- **Languages:** Fluent in English, Hindi, Malayalam.

WORK EXPERIENCE

Junior Accountant Protectol Health

UAE | JANUARY 2026 - APRIL 2026

- Processed vendor tax invoices, performing invoice verification, coding, and posting for full-cycle Accounts Payable (AP), ensuring accuracy and appropriate supporting documentation prior to booking.
- Reconciled supplier statements and followed up on outstanding and disputed items, maintaining accurate supplier account records.
- Managed full-cycle Accounts Payable (AP) and Accounts Receivable (AR), directly impacting Net Working Capital (NWC) through timely collections, controlled disbursements, and aging schedule monitoring.
- Maintained the fixed asset register and recorded monthly depreciation entries, supporting accurate asset tracking and capitalization.
- Supported month-end close by preparing journal entries, including accruals and prepayments, and performing general ledger (GL) and balance sheet reconciliations with exception analysis.
- Performed daily and monthly bank reconciliations, identifying and resolving discrepancies between bank statements and general ledger (GL) accounts.

- Managed UAE VAT compliance and periodic VAT return filings, calculating Input and Output VAT on transactions.

Finance Intern
Protectol Health

INDIA | JULY 2025 - DECEMBER 2025

- Supported GST compliance including GSTR-1 and GSTR-2B filings, ensuring accurate reconciliation and regulatory adherence.
- Recorded journal entries and maintained general ledger (GL) accounts using Zoho Books ERP, supporting month-end close processes.
- Performed bank reconciliations and vendor and customer account reconciliations to ensure reporting accuracy.
- Generated ad hoc financial reports and analysis using Microsoft Excel (MS Office), supporting management reporting requirements.

EDUCATION

Certified Management Accountant (CMA)
Institute of Management Accountants

2024-2025

Bachelor's degree in Finance
University of Calicut

2020-2023

CERTIFICATIONS

- Power BI Essential Training | LinkedIn Learning
- Excel for Financial Planning and Analysis (FP&A) | LinkedIn Learning
- Financial Modeling and Forecasting Financial Statements | LinkedIn Learning