

MUHAMMED LAZIM

Junior Accountant

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Linkedin

PROFESSIONAL SUMMARY:

CMA qualified Junior Accountant with hands-on experience across accounts payable, accounts receivable, bank reconciliations, journal entries, and month and year-end closing. Proficient in UAE VAT filings, Excel, Zoho Books, and Odoo. Known for accuracy, clean reconciliations, and reliable close support.

SKILLS:

- Accounts Payable and Receivable
- Bank and Ledger Reconciliations
- Variance Analysis
- P&L and Balance Sheet Reporting
- General Ledger Accounting
- UAE VAT and Corporate Tax
- Month and Year End Closing
- Invoice Management
- AI Workflow Automation

TOOLS:

Excel | Power bi | Zoho Books | Powerpoint | Odoo ERP

WORK EXPERIENCE:

Junior Accountant — **July 2025 to June 2026**

Protectol Health , UAE

- Processed AP vendor invoices end to end, verifying and posting each against supporting documents.
- Managed AR transactions and collections, tracking aging to keep payments on time and support Net Working Capital (NWC).
- Reconciled bank statements, vendor accounts, and GL accounts daily and monthly, resolving discrepancies and disputed items.
- Prepared journal entries, accruals, and depreciation, and supported monthly, quarterly, and annual closes.
- Maintained the fixed asset register and accounting records per company policy and accounting standards, audit-ready.
- Handled UAE VAT calculations and periodic filings.
- Assisted with management reports and budget variance analysis, and worked with other departments to resolve finance/accounts queries.

EDUCATION:

Certified Management Accountant (CMA) — **2024 to 2025**
Institute of Management Accountants (IMA)

Bachelor of Commerce (Finance) — **2020 to 2023**
University of Calicut

ADDITIONAL INFORMATION:

- **Languages:** English (Fluent) - Hindi (Fluent) - Arabic (Read & Write) - Malayalam (Native)
- **Visa status** : Visit | Immediate Joiner