

MUHAMMED ALTHAF

Finance & Accounts | Web Development | Performance Marketing | SEO

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PROFESSIONAL SUMMARY

Results-driven Finance & Accounts professional with 4+ years of experience in financial reporting, budgeting, treasury management, and ERP systems (Odoo 18, Tally Prime, QuickBooks). Currently expanding expertise into Web Development, Digital Marketing, and SEO to help businesses manage money and grow online. Proficient in Odoo ERP & CRM, VAT compliance in UAE, and building WordPress-based websites. Passionate about combining financial acumen with digital skills to deliver measurable business growth.

WORK EXPERIENCE

Freelancer – Web Developer | Digital Marketer | SEO | Finance Growth2024 – Present

Self-Employed | UAE

- Providing freelance web development services using WordPress, Elementor, and Hostinger for small and medium businesses.
- Delivering digital marketing and SEO strategies to improve online visibility and organic traffic.
- Supporting businesses with specialize in combining financial intelligence with performance marketing to help businesses grow with clarity and control.
- Completed advanced training in Web Development, Digital Marketing, and SEO from Skillmount Management Training Center L.L.C.

Finance cum Purchase Manager / AccountantSep 2024 – Present

RAK TILES LLC – Interlock Paving Tiles Manufacturing & Marble Works

- Manage and control company treasury functions including daily budgeting, funds allocation, cash control, and bank reconciliation.
- Administer and customize Odoo 18 ERP & CRM as the primary business management system for accounting, manufacturing, and purchase workflows.
- Authorize daily financial transactions including Payment Vouchers, In/Out Vouchers, and Petty Cash Vouchers.
- Prepare and manage client Quotations and oversee Recovery Control procedures to enhance timely collection of receivables.
- Handle purchase management including supplier negotiations, purchase orders, and inventory coordination.
- Prepared monthly, quarterly, and annual financial statements, reports, and records for management review.
- Prepared monthly cash flow statements providing critical liquidity insights to management.

AccountantJan 2021 – Sep 2024

PARAMBADAN INDUSTRIES

- Prepared monthly, quarterly, and annual financial statements, reports, and records for management review.
- Managed full-cycle accounts including verification, allocation, posting, and reconciliation of Accounts Payable and Accounts Receivable.
- Conducted monthly bank reconciliations and Balance Sheet account reconciliations to ensure accuracy.
- Coordinated daily operations with Purchase and Sales teams for timely and accurate transaction recording.

- Prepared monthly cash flow statements providing critical liquidity insights to management.
- Provided comprehensive support to internal and external auditors during year-end financial reviews.

SKILLS

ERP & Accounting Software: Odoo 18 ERP & CRM • Tally Prime • Tally ERP9 • QuickBooks • Peachtree

Finance & Accounting: Financial Reporting • Budgeting • Treasury Management • Accounts Payable/Receivable • Cash Flow Management • Auditing • Bookkeeping • VAT Compliance – UAE

Digital & Web: WordPress • Elementor • SEO • Digital Marketing • Google Ads • Meta Ads • HTML/CSS

Software & Tools: MS Excel (Advanced) • MS Office Suite

Soft Skills: Leadership • Communication • Teamwork • Time Management • Project Management

EDUCATION

Advanced Certified Professional in Indian & Foreign Accounting (ACPIFA)2020 – 2021

Plus Two – Commerce2023 – 2024

SSLC2016 – 2017

CERTIFICATIONS & TRAINING

- **Advanced Training Course In Taxation & VAT – UAE** | Skillmount Management Training Center L.L.C | 2024
- **Web Development | Digital Marketing | SEO Training** | Skillmount Management Training Center L.L.C | 2024
- **Specialized in Tally ERP9, Tally Prime, Peachtree & QuickBooks** | ACPA ACCOUNTS | 12/2020 – 01/2021
- **Specialized in MS Office – Microsoft Excel (Advanced)** | ACPA ACCOUNTS | 12/2020 – 01/2021

LANGUAGES

English • Hindi • Arabic