** ACCOUNTANT**

**MOHAMMED FAROOQUE SHAKIL**

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**Visa Status:** Visit Visa

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**OBJECTIVE**

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

**CORE STRENGTHS & INDUSTRY KNOWLEDGE**

* General Ledger & Journal Entries
* Accounts Receivable(A/R) & Accounts Payable( A/P)
* Aging Reports
* Bank statement Reconciliation
* Payroll Processing
* Monthly, quarterly and year end Financial Statements preparation.
* Bookkeeping
* Timely and accuracy of Invoice processing
* Correct PO/Invoice matching

**FORMAL EDUCATION AND PROFESSIONAL DEVELOPMENT**

* **B.Com (Hons)** Specialization in Accounts from Vinoba Bhave University Hazaribagh, India in the year 1998.
* **MBA** specialization in Finance from Sikkim Manipal University, Sikkim, India in the year 2010.

**WORK EXPERIENCE - TOTAL 6 YEARS & 5 MONTHS**

**13th June2012 – 01.05.2014 Farha International Service Corporation**

**(www.farhaintl.com), Dammam, Saudi Arab**

***Accountant***

***Company Profile: It’s main job is to get the cargo cleared from Custom department of Saudi Arab and then transported to the client site.***

***Job Profile***

* Maintain Books of accounts, Bank Reconciliation Statement, Debtor, Creditor Reconciliation Statement.
* Responsible for recording customer's receipt transaction into system and customer invoices File
* Invoicing to clients - Prepare and forward invoices.
* Monitoring pending due to be received from customer
* Checking & Verification of bills, supporting documents, relevant approvals, Purchase Order
* Preparation of monthly financial reports. MIS like Daily collection report, Monthly petty cash expenditure details, Overall due Status, Aging Report.
* Handling payroll of about 100 employees.
* Liaison with internal and external auditors.
* Monthly and year end Financial Statements Preparation.
* Other day to day work as requires by management.

**Accounts Receivable:**

* Taking care of Complete Accounting for Accounts Receivable:
* Invoicing to clients - Prepare and forward invoices
* Customer Reconciliation on monthly basis
* Collection of outstanding from customer.
* Posting of all receipts in the accounting system in an accurate manner.

**Accounts Payable:**

* Responsible to manage accounting & operation for payment.
* Processing vendor invoices for all purchases of goods and services.
* Checking & Verification of bills, supporting documents, relevant approvals, Purchase Order
* Ensuring Vendor payments process in accordance with the specifications set down by organization
* Releasing payments to all suppliers & vendors up to the prescribed limit.
* Prepare cheques for various payments relating to utilities, services, procurements, other payments and puts up for signature.

**23rdNov 2007 – 4th May’ 2012 Jharkhand Education Project Council**

**(www.jepc.nic.in),Sadar Block, Hazaribagh *Accountant***

This Organization is the implementing agency for Sarva Siksha Abhyan a **Government of India** Project. Jharkhand Education Project Council has been established for bringing about a fundamental change in elementary education system and directly influence the overall socio-cultural system. As an **Accountant** I am responsible for.

* Compiling and analyzing financial information to prepare entries to accounts, such as, Journal voucher, Payment voucher and Receipt Voucher.
* To maintain ledger and Trail balance.
* Preparation of Bank reconciliation statement.
* Monthly/Quarterly/Annually submission of all types of reports to the District Office.
* Checking and verifying all Invoices, Petty Cash and other documents.
* Monthly Payroll functions for 300+ employees.
* Interacting with Internal and External auditors in completing Audit.
* Compilation and analyzing financial information to prepare financial statement including monthly and annual accounts.
* Audit of 150 Village Education Committee
* Maintaining Stock Record.
* Other miscellaneous duties as assigned.

**COMPUTER SKILLS**

**Accounting Software**

* Tally ERP 9

**Windows & office Tools**

* MS office Word, Excel, Access, Power Point

**Good working knowledge of Internet.**

**PERSONAL PROFILE**

* Date of Birth : 5thJanuary 1977
* Nationality : Indian
* Language : English, Hindi, Urdu, Arabic(Basic)
* Marital Status : Married
* Passport No. : L3829384
* Date and Place : 09thDec 2013, Riyadh, Saudi Arab

of Issue

* Date of expiry : 08th Dec 2015

**REFERENCE**

* Available upon request