#### UntitledCURRUCULUM VITAE

**Mohamed**

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|  CORE COMPERENCIES. |

Well versed with Quicken, UBS, Oracle, SAP, On base access, People soft, Dynamo, TLS, and Tally.

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| Finance & Accounting Operations , Accounts Finalization | Project Management, Strategic Planning & Analysis |
| Financial Analysis & Reporting | Working Capital Management, Cash Flow Management |
| Budget Forecasting & Control | Cost Planning & Management |
| Project Financing ,Asset Securitization | Fund Accounting ,Treasury Management |
| Internal & External Audits, Cost Benefit Analysis | Liaisoning & Coordination |
| Commercial Operations/Negotiations | Procurement/Sourcing Warehousing Operations |
| Inventory Management Stock Accounting | Risk Management Process Improvements |
| HR & Admin Operations | Performance Measurement SOP Formulation |
| Customer Relationship Management | Training & Development |
| Expert in Payroll (Timesheet audit ,Payroll , Deduction & Leave Tracking) | Remitting foreign currency for import advance and other expenses like travelling, consultancy, advertising and project export. |

# Work Experience: Deputation : Emirates Code Contracting

**Duration** **: September 2014 to November 2016**

**Responsibilities Scope : Senior Accountant**

# Responsibilities:

* Preparing Subcontract and LPO Payment
* Preparing NPV (Net Present Value) Analysis and payback period for 9+ Projects
* Develop Project database on Excel, Management of ERP Package (UBS),MIS Reporting & Costing
* Cost allocation of each Invoice for the concerned project as per the L.P.O & Sub Contractor.
* Requesting the Project Team for Site Report for Processing Payment.
* Obtain PC approval from the concerned Coordinating Engineer and Contracts Manager, and final approval for payment from the General Manager
* Payable Ledger maintenance, Reconciliation of Payables.
* Preparing Final No Claim Certificate for PAC / FAC for the Sub Contractors after receiving PAC / FAC from the Clients.
* Timesheet Audit , Payroll ,Petty Cash
* Ensure that original Delivery Order has approved by the concerned Project Manager and approved for payment
* Prepare Monthly Supplier list for payment processing
* Prepare & Release cheques, Bank Reconciliation , Passing entries

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# Deputation : Dyn Corp Intl (KUWAIT)(CORPORATE OFFICE)

**Duration** **: January 2010 to February 2014**

**Responsibilities Scope : Assistant Finance Manager**

#  Responsibilities:

* Overall Departmental Head of the Accounts and Finance Section.
* Managing and monitoring and supervise controlling the overall work of subheads personnel of different sections in accounts and finance section of the company.
* Managing Finance Section, with daily planning for funds and disposal payments of various capital, revenue expenditure, bill discounting, monitoring and Bank Guarantees, submission of quarterly statements with banks, submission of papers with bankers for enhancement of existing fund based and non fund based limits.
* Overall full control on General ledger sections including authorization for bill passing for expenses and payments, miscellaneous transactions, excise accounting timely statutory payments, ledger scrutiny, final accounts and MIS reports generation on periodic basis.
* Preparation of cash budget (Monthly and weekly) and liasoning with marketing dept. of Company for timely realization of sales and old debtors. Preparation and assistance for preparation of annual budget of the company, and cash budget, performing financial analysis including ageing, variance analysis and financial statement review.
* Giving timely suggestion for correcting loop whole in internal control system of the company. Submitting key suggestions for cost control, cost reduction, and product cost updating decision to the Management.
* Preparation of financial results and quarterly audit results of company.
* Training and development of accounts personnel, including training on relevant professional issues and internal company procedures relating to finance and accounts, purchasing and administration.
* Developing of ERP based On Base Access , Quicken Accounting Software reports from existing old system and their application in different functional area of unit.
* Perform/assisting for company secretarial functions for ensuring compliance thereof.

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# Deputation : Dyn Corp Intl ( UGANDA) CORPORATE OFFICE

**Duration** **: July 2007 to December 2009**

**Responsibilities Scope : Assistant Business Manager**

 **Responsibilities:-**

* Organizing and controlling the accounts function including detailing of task to ensure daily routine transactions.
* Managing finance section.
* Maintaining good relations with Banks and reporting.
* Guiding the corporate accounts, financial accounting system & banking liaise with auditors review and ensure finalization of accounts in order to ensure legal compliance.
* Controlling accounts for all branches / centers of company.
* Preparation for papers for letter of credit for inland sale realization through bank.
* Preparation for export documents / complying for export letter of credit timely submission with bank for realization / follow up, liaise with bank for timely realization / credit of export remittance.
* Yearly finalization of accounts, dealing with statutory auditor’s compliance of accounts with accounting standards and Company Law.
* Liaising with banks for routine banking and administration of credit facilities.
* Submission for New proposal.

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# Deputation : MBUKIS Import & Export (UGANDA & CONGO)

# Duration : May 2006 to June 2007

**Responsibilities Scope : Finance Supervisor (Finance & Accounts)**

**Responsibilities:-**

* Coordinating the preparation, maintenance and filling of projected P&L accounts, bills discounting and balance sheet as required by bank authorities and other financial institutions
* Coordinate the preparation of financial statement, financial reports for internal usage.
* Follow up for import, export payments and monitoring.
* Preparation for draft schemes for demerger of Existing Company

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# Deputation : ESSAR Associates

**Duration** **: September 2005 to March 2006**

**Responsibilities Scope : Finance Admin**

* Reporting to management, General Ledger Maintenance, Finalisation of accounts up to auditing
* Presentation of accounts to Govt.Authorities-Filing Monthly return to sales Tax, Annual return to Sales Tax & Income Tax Authorities
* Prepare Sales Forecasts, statement of Cash-in-flows and out flows, follow up with Debtors and Creditors
* Contract the bank for the financial related issues.
* Recording for cash management in the safe, contact bank in case of financial issues

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| EDUCATION DETAILS |

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| **Degree** | **Institution** | **Completion year** | **Class** |
| **MBA (Finance)** | **Adaikala Matha College** | **2005** | **First**  |
|  **BCA** | **Adaikala Matha College** | **2003** | **First** |

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