**Mohammed**

**OBJECTIVE**

A highly motivated and result driven professional with a proven record of achievement, utilizing excellent business skills with a strong desire to learn, contribute and make a positive difference to the organization. Ability to adopt and perform in new environment. Seeking a challenging position in Finance & Accounts.

* Qualified Experienced Finance profession **B.Com-MBA (Finance)** with 25 months of UAE experience in a reputed group of company.
* Core competence in planning, analyzing, organizing and implementation.
* Well versed with software packages like MS office 2007.
* Focus V.7.00, Quick books Hands on Experience for 2 years.
* Sound knowledge of Accounting.
* Outstanding communication, problem-solving skills and sharp analytical mind-set.
* Proficient to work, excel and meet deadlines under demanding work environment.

**CAREER SUMMARY**

**January 2014 till Present @ Pioneer Vision Group – General Accountant**

**JOB RESPONSIBILITIES:**

* Recording the Accounting transactions.
* Make a thorough analysis of Supplier Invoices, Ageing Report and prepare cheque for suppliers.
* Liaise with suppliers by telephone / email to resolve any queries and payment or invoices issues.
* Analyses the expenditure and make report for head of department.
* Prepare Monthly cost report and cost reconciliation of Food and Beverage section.
* Compile and analyze financial information to prepare entries in the book of accounts, such as general ledger, documenting business transactions and MIS reporting as per IFRS Standards.
* Prepare daily financial report and staff sales Report.
* Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
* Inter-company reconciliations & Bank reconciliations.
* Finalization of monthly financial report such as Profit &Loss, Balance sheet, cash Flow and Variance Analysis.
* Prepare, maintain and analyze budgets, preparing periodic reports, compare budgeted costs with actual costs and report to Finance manager.
* Invoicing, daily revenue reports, cash payments, bank deposits, receipts, cash reconciliation and petty cash Audit.
* Prepare monthly Cash, Revenue Report and comparison report into excel spread sheet for analysis and reporting to the chief Accountant &finance Manager.
* Making provisions for leave salary, Insurance, air tickets and other staff benefits and Monthly payroll Accounting.
* Liaison with internal and external auditors, bankers and other regulatory authorities as and when required.
* Assisting Branch Manager for decision making and managing the Branch operations as well.
* Maintains of fixed Asset Register & quarterly basis reconciliation with physical Asset.
* Prepare Monthly Performance Report.
* Establishing and monitoring the implementation and maintenance of accounting control procedures.
* Developing and maintaining financial data bases.
* Preparing Cash Flow statement.
* Supervising the Collection of Rental Dues.
* Maintaining all supporting documents.
* Preparing and controlling the employee work schedule.
* Monitor customer account details for non-payments, delayed payments and other irregularities.
* Maintaining proper record of all account related Books. (Like CHQs, Buffet, Receipt, etc.)

**KNOWLEDGE & TECHNICAL SKILLS**

* Self-starter, organized, attention to detail, deadline oriented, hands-on.
* Ability to work in a fast-paced team environment.
* Have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
* Knowledge of finance, accounting and cost control principles including Generally Accepted Accounting Principles.
* Well versed with MS Office, Win XP, Win 7, Focus ERP, QuickBooks, Tally, Fidelio & Internet Applications.
* Excellent verbal and written communication skills.
* All types of PC Software Installations, up gradations, Disk formatting, Virus Cleaning, and Networking Computers.

**TRAINING / SEMINAR ATTENDED**

1. Training Programme on **Convergence of Schemes of Social Sector with other Schemes of Skill Development** organized by **NIMSME** (National Institute for Micro, Small and Medium Enterprises) Govt. of India and Sponsored by the Ministry of Housing & Urban poverty Alleviation, Govt. of India, New Delhi.
2. Training Programme on **Skills and Livelihoods Development Implementation** organized by **NIMSME** (National Institute for Micro, Small and Medium Enterprises) Govt. of India and Sponsored by the Ministry of Housing & Urban poverty Alleviation, Govt. of India, New Delhi.

**PROFESSIONAL QUALIFICATIONS**

**MBA (Finance),** Osmania University (2013) with 70% marks

**B.Com (Computer’s)** Osmania University (2011) with 70% marks

**Intermediate (12th)** Board of Intermediate (2008)

**SSC** from Board of Secondary (2005).

**PERSONAL PARTICULARS**

* Date of Birth : 20th December 1989.
* Marital Status : Single.
* Languages Known : Hindi, English, Urdu & Telugu.
* Nationality : Indian.

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