**Mohamed**

[**Mohamed.316061@2freemail.com**](mailto:Mohamed.316061@2freemail.com)

**Finance & Accounts Professional**

Proactive, energetic, quick decision making, computer savvy, results-oriented and MBA (Financial Management) qualified professional with more than 16 years of insightful experience across Strategic Financial planning, Cost Analysis, Cash Flow Management, Revenue recognition Cost control, Taxation and Internal as well as Statutory Audit; Skilled at determining Financial objectives, developing & implementing Policies & Procedures to facilitate internal financial control and adept in generating, analyzing & cascading financial information to facilitate wise financial decision making; Pragmatic, with proven managerial acumen and abilities to withstand work pressures, deliver assignments within specified time frame without compromising on quality benchmarks.

Possess 10+ years of Middle East experience at Al Khobar, Saudi Arabia, & Dubai, U.A.E; Sound understanding of International Financial Reporting Standards (IFRSs), Generally Accepted Accounting Policies And Procedures (GAAP)

**Senior Finance Manager ,Accounts Manager/Controller - Level success across industries in handling Finance, Accounts and Audit Service Delivery and driving revenue growth initiatives, utilizing strong technical and operational skills.**

**Core Competencies include..**

Financial Accounting

Audit & taxation

Budget & Forecast

Cash Flow Management

Credit & Debit Management

Internal Control

Financial Analysis/Reporting

Policy & Procedure Formulation

P & L Management

|  |  |
| --- | --- |
| **Education**   * **Certified Management Accountant** CMA, Institute of Management Accounts, Pursuing * **MBA** (Financial Management), 1st Class, National Institute of Business Management, 2013 * **B. Com**, 1st Class, Calicut University, 2000   **Certifications**   * International Financial Reporting Standards (IFRS) from IACT Global in 2012 * Cost & Management Accounting from IACT Global in 2011 * CA Articleship from Institute of Chartered Accountants of India, New Delhi in 2003 * **IT Skills:** Proficient with the use of MS Office Tools, MS Office Excel Advanced Excel, Advanced formulas, Power Pivot Reports. Tally9 ERP Focus RT Accomax, & MS Dynamics Navision | **Leadership Strengths & Highlights**   * **Multi-Tasking Exposure:** Skilled at developing and maintaining adequate internal control systems with expertise in operational excellence and hands-on in Strategic Financial Performance, Business Plan, Cash Flow Management, Revenue generation, Cost Reduction, Taxation and Internal control; Demonstrated expertise in driving, mentoring, coaching and developing resources; Efficiently developed a ‘service-culture’ approach in Eram Engineering, Al Khobar, Saudi Arabia * **Business Acumen:** A hard task master, perseverance, flexible & easily adaptable to new working environment, carries an unsullied image of integrity and honesty; Inquisitive mind and an insatiable thirst for knowledge in keeping updated on the latest development in process & procedure in Accounting & Audit System and implementing in the organization to get an edge over the competitors; Successfully designed & implemented financial solutions * **Operations and Management:** Skilled at Financial reports for monthly accruals, monthly salaries and related duties, Taxation, budgets, VAT returns, Accounts reconciliations, debtor & creditor management, preparation of financial statement year end accounts & dealing with auditors; Sound exposure to the Cash-Treasury planning and management * **Liaison and Coordination:** Innovative, perseverance, flexible & easily adaptable to new working environment, carries an unsullied image of integrity and honesty; possessing positive and helping attitude with pleasing and cheerful disposition; Inquisitive mind and an insatiable thirst for knowledge in keeping updated on the latest development in process & procedure in Accounting & Audit System and implementing in the organization to get an edge over the competitors * **Team Building and Leadership:** Hardworking, Visionary & decisive leader, noted for sound, practical management style and excellent organization, communication, presentation & interpersonal skills; Proven ability to lead and motivate large cross-functional and multi-cultural teams to maximize productivity; carries an unsullied image of integrity and honesty; possessing positive and helping attitude with pleasing and cheerful personality |
|  |  |

**Selected Value-Offered Highlights**

* Design and developed the chart of accounts, implemented cost centres wise/location wise /project wise accounting system and structured the entire accounting & book-keeping system as well as various documentation procedures.
* Successfully incorporated the ERP System all over the accounting system for improving the reporting.
* Credited for independently reviewing and managing the timely disbursement of the monthly payroll for over 900+ employees and WPS requirements as per Labour Law.
* Played a key role in the formation of Finance and Accounting policies & procedure, development of annual budgets, petty cash, vehicle usage systems and consolidating accounts of 5 divisions
* Successfully introduced new forms and procedures for improving the internal controls and implemented document storage management
* Contributed & Recommend ideas as a part of the team for workflow process improvements, financial reporting processes, controls & systems to ensure operational excellence and reduce cost

**Professional Experience**

**Eram Engineering| Al Khobar, Saudi Arabia Mar 2012 – Aug 2016**

**Assistant Manager Accounts** **(Reporting to the Group Head of Finance & Group Director**)

**Responsibilities:**

* Responsible for managing the entire accounts team including accounts & ensuring smooth functioning of financial and treasury functions for multiple offices and projects PAN KSA
* Reviewing, validating and approving all cash & bank payments, payroll, Employees settlements and other documents for submitting higher management for further approvals
* Involved in developing the Finance and Accounting policies, petty cash, vehicle usage systems and finalizing Monthly Profit
* Checking For Accuracy  of all accounting documents such as sales purchases, debit & credit notes journal entries & vouchers after substantiating with proper documentation before posting in to the accounting system
* Assigned responsibility of manage & timely submission of accurate monthly quarterly / annual Accounts closure schedules & Preparation of Trial Balance, Profit and Loss Statement, Balance Sheet MIS reports, financial statement, Cash flow statement etc..
* Conducting analysis and comparing loss with the budgets, Forecasts,  receivable & Payable report with ageing analysis
* Responsible for Various Audits including Statutory, External, Internal, Taxation and dealing with issues like Service Tax Income Tax etc; Collaborate & Support with managers and corporate staff to develop long term business plans & actions for the company
* Involved in analyzing operating cost including direct & indirect expenses and the profitability of each profit center and managing the preparation of the official annual report of actual revenues, transfers and expenses
* Reviewing the management accounting and reporting system including KPIs and enhanced business analysis and presenting the findings to Senior Management

**Highlights:**

* Instrumental in consolidating accounts of 5 divisions into one, re- designing & developing the chart of accounts, and introducing cost centre and location based accounting
* Improved reporting systems by re-structuring the entire accounting & book-keeping as well as various documentation procedures
* Successfully introduced new forms and procedures for fixed asset management, credit evaluations etc and implemented document storage management and formulated Finance and Accounting policies, petty cash & vehicle usage systems

**Freelance Assignment |India Aug 2010 – Feb 2012**

Freelancer

**Responsibilities:**

* Monitoring the requirement and optimum utilization of funds as per approved guidelines and procedures, and providing end to end accounting services to various trading & construction companies
* Maintaining various Books of Accounts, finalizing the accounts and preparing year-end financial statements in compliance with accounting standards

**Canadian University of Dubai | Dubai, U.A.E Sep 2006 - May 2010**

Accounts Administrator (Reporting to the Finance Manager)

**Responsibilities:**

* Implementing internal control procedures for various document approvals including LPOs, purchase invoice approvals
* Played a Key role in ERP implementation, drafting Petty cash policy and formulating Budget
* Responsible for Reviewing bank documents, cheques, transfer requests, general voucher and making accounting entries
* Preparing yearly financial statements in accordance with the statutory requirements, fixed asset accounting, cash & currency management and integrating the students accounting module with the accounting package
* Responsible for effectively dealing with vendors, updating invoices in accounting system and generating payments based on credit terms with vendors

**Highlights:**

* Designed and developed the chart of accounts, cost centres for the university and structured the entire accounting & book-keeping and incorporating on the ERP System & managed petty cash float of AED 20,000 twice in a month
* Instrumental in preparing a draft petty cash policy & procedural documentations as per the requirements of the university
* Successfully handled the monthly payroll for over 90 full time and more than 30 part time employees accounting for AED 3 million per month

**Gokul Tours and Travels| Chennai, India May 2005 - Jun 2006**

Accountant (Reporting to the Owner)

**Responsibilities:**

* Maintaining the day-to-day transactions, debtors and creditors.
* Preparing bank reconciliation statements, maintaining bank accounts and preparing regular accounts up to finalization

**SVM Associates Chartered Accountants | Chennai, India Oct 2000 - Apr 2005**

Senior Audit Assistant (Reporting to the Owner/Partner)

**Responsibilities:**

* Responsible for conducting audit, finalizing & preparation of final financial statements like Profit & Loss Account, Income & Expenditure Account, Receipts & Payments Accounts, Balance Sheet, Cash Flow & Funds Flow Statement etc.
* Assigned responsibility of auditing Individuals, Corporate Companies, Charitable Trust & Educational Institutions etc...

**Personal Details**

* **Date of Birth :** 14th Mar 1980
* **Languages Known :** English, Hindi, Tamil & Malayalam
* **Nationality :** Indian
* **Marital Status :** Married
* **Driving License :** Valid U.A.E Driving License and KSA License
* **Location Preference :** Middle East