

CURRICULUM VITAE

**MOHAMMED**

Email: [**MOHAMMED.325022@2freemail.com**](mailto:MOHAMMED.325022@2freemail.com)

**COVERING LETTER**

**It is with great interest that I am forwarding my CV/Resume for your consideration.**

**My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee.**

**My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.**

**Thank you for your time and consideration, and do not hesitate to contact me if you have any queries.**

**I look forward to speaking with you soon.**

**OBJECTIVE**

**To be a part of the management in a dynamic organization that provides job satisfaction and performance based personal growth**

**EXPERIENCE**

**Current : ARMADA MASIBUS ELECTRO MECHANICAL, ABUBHBI, UAE**

**Position : Senior Accountant,**

**Period** : **Feb-2013 to Sep-2016**

**Job Profile**

* **Prepares asset, liability, and capital account entries by compiling and analyzing account information.**
* **Documents financial transactions by entering account information.**
* **Recommends financial actions by analyzing accounting options.**
* **Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.**
* **Substantiates financial transactions by auditing documents.**
* **Maintains accounting controls by preparing and recommending policies and procedures.**
* **Guides accounting clerical staff by coordinating activities and answering questions.**
* **Reconciles financial discrepancies by collecting and analyzing account information.**
* **Secures financial information by completing data base backups.**
* **Maintains financial security by following internal controls.**
* **Prepares payments by verifying documentation, and requesting disbursements.**
* **Answers accounting procedure questions by researching and interpreting accounting policy and regulations.**
* **Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.**

**Organization : AUTOMATION SYNERGYS FZC**, **SHARJAH, U.A.E**

**Position : Senior Accountant,**

**Period** : **Oct 2008-to Dec- 2012**

**Job Profile**

* **Preparation of Invoices, Receipts, Payment, Debit & Credit Payment**
* **Preparation of general ledger**
* **Preparation of payroll for group employees**
* **Assist to the auditors at the time of year end**
* **Closing jobs every end of month**
* **Maintain Cash and Bank cheque and all other necessary payments everyday**
* **Maintain separate commission account for other gulf companies**
* **Report to the senior financial managers on all duties related to financial management.**
* **Monitor and evaluate customer credit status maintaining their receivable records-files, handle provisions for bad debts, warranty.**
* **Calculate gratuity and end of the service benefits.**
* **Perform bank reconciliation. Calculate and maintain fixed assets records.**
* **Ensure accuracy and timely management of financial report preparation and distribution.**
* **Prepare and report on monthly basis the expense related information as per the budgetary guidelines set by the management.**
* **Prepare monthly Profit & Loss Account region wise for multinational organization**

**EXPERIENCE**

**Organization**  : **BLUE DOPHIN TECH PTE LTD, SINGAPORE**

**Positio**n : **Account Manager**

**Period** : **Aug 2005 to Oct-2008**

**Organization : Gate way Freight & Forwarders-India**

**Position : Accountant,**

**Period : April2000 to April 2005**

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**EDUCATION:**

**Graduation : Bachelor of Commerce, University of Madurai-India**

**Batch : 1991-1994**

**Specialization : Accounts / Administration**

**TECHNICAL QUALIFICATION**

**Certificate : TALLY ERP 9**

**Office Package : MS OFFICE**

**PERSONAL PROFILE**

**Date of Birth : 04/04/1972**

**Marital Status : Married**

**Nationality : Indian**

**Place of Issue : Dubai**

**Date of Issue : 01-04-2010**

**Date of Expiry : 31-03-2020**

**Visa Status : Visit Visa (valid up to 20/02/17)**

**DECLARATION**

**I hereby declare that all the information furnished above is true to the best of my knowledge and belief**