**MOHAMED**

**E-mail:** [**MOHAMED.332619@2freemail.com**](mailto:MOHAMED.332619@2freemail.com)

**ACCOUNTANT**

**(JOINING DATE :IMMEDIATE)**

**CAREER OBJECTIVES**

Seeking a challenging career in the environment that encourage activity and continuous learning, achieve professional and personal growth along with the organization.

**KEYPROFICIENCIES**

Dynamic and highly motivated professional with a strong background in financial accounting, management accounting and auditing

Ability to handle large accounts up to finalization

Excellent in computerized accounting, Excel and other Microsoft suites

Experience with P/L, A/P, AR, GL, pay role and budgeting

Good communication and a mature /flexible approach that contribute to effectiveness of the job.

Good analysis, presentation and reporting skills

EMPLOYMENT HISTORY

***FIRE SHIELD INDUTRIES LLC,*** *AJMAN, UAE**from 05/2016*

***Accounts Executive***

***Job Description***

* Handling complete accounts job up to finalization
* To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a daily basis.

***LANGUARD SYSTEMS &IT SECURITIES LLC,*** *ABUDHABI, UAE* *05/2014 to 05/2016*

***Senior Accountant cum Hr, Admin &Purchase***

***Job Description***

* Handling complete accounts job up to finalization
* Preparation of financial statement like balance sheet, TB, Income Statement, Cash Flow Statement etc..
* Preparation of MIS reports like budget, preparation of collection and payment reports etc..
* Preparation of bank reconciliation statement
* Payroll administration and WPS processing
* Preparation of provisions and prepayment schedules
* Creditors and debtors reconciliation
* Purchase order preparation and ensure the materials
* Sales order preparation and ensure collections
* HR works like visa processing, insurance renewal etc..

***ASHIYANA FILAMENTS & ROPES,*** *MALAPPURAM, KERALA, INDIA*12/2011 to 03/2014

Accountant

*Job Description.*

* Scrutinizing of supplier invoices and preparing payments.
* To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a daily basis.
* Maintaining record management and filing system
* Maintenance of various spread sheets and report uploads under the direction of the board of directors
* Provide support to other staff’s where necessary to prepare reports as required by management and for audit purpose

***ASHIYANA FILAMENTS & ROPES,*** *MALAPPURAM, KERALA, INDIA*12/2011 to 03/2014

Experience in internal auditing

*Job Description.*

* Assisting the general manager for his work such as auditing the books of accounts.
* Review firm’s financial statements and verify that amounts recorded are accurate and complete.
* Assisting in the preparation of year end accounts for clients.
* Preparation of financial statements like trading and profit and loss account and balance sheet
* Maintains accounting records by making copies; filing documents
* Verification of vouchers
* Monitored and recorded company expenses
* Handled monthly general accounts for various firms
* Assist general manager in the department by analyzing financial data collection
* Verify the supporting documents of bills, receipts and reconciliation statements
* Find out any discrepancies within the document and statements and post relevant entries to make the corrections
* Handled petty cash for various requirements.
* Maintains accounting databases by entering data into the computer; processing backups

Education

Graduation : Bachelor of Commerce (B.Com)

University : University of Calicut, Kerala, India

Year : April 2010

IT SKILL

MS Office : An Excellent user of **MS Excel**, Word, Out Look, PowerPoint

ERP/ Software : Tally ERP 9 & Peachtree

OS : Windows

**VALID UAE DRIVING LICENSE**

Expiry Date. 19-April-2025

Language

⚫English ⚫ Hindi ⚫ Urdu⚫ Malayalam

Personal Details

Nationality : Indian

Expiry Date : 09/12/2023

Date of Birth : 18/10/1989

Marital Status : Single

References: Upon request