Mohammad

Mohammad.340153@2freemail.com

 **Work Experience**

**NUMERO UNO TRAINING & CONSULTING LLC – Abu Dhabi**

**Senior Accountant**

Supervising Finance Team and performing general accounting functions involving general ledger, accounts payable, accounts receivable, cash & bank and other related duties as assigned. Monitoring customer account for non-payments, delayed payments and other irregularities and organizing a recovery system and initiate collection efforts. Actively participating in administration and operation functions and in management’s decision making process. Supervising company’s financial and accounting systems, revenue recognition and general accounting policies and procedures. Reviewing the functions of the purchase department on purchasing procedures and processes such as purchase requisitions, purchase orders and looking after the payment schedule of suppliers. Petty cash disbursements and control. Develop and implement human resources plan and personnel management policies and procedures. Prepare monthly payroll and supervise salary transfer to all staffs and payroll accounting.

 Apr.2015 – Nov.2016

**YASHRAJ HOUSING PRIVATE LIMITED – Mumbai**

**Executive – Accounts and Audit**

Ensuring that all financial records, receipts, payables and cash flows are accurate, updated, and processed efficiently, effectively and in a timely manner and reporting any concerns or discrepancies in the above functions. Supervision of monthly payroll accounting, pay slips, salary payments. Managing all banking functions and all transactions impacting bank accounts. Supervising income tax matters, tax return and tax assessment. Active participation during auditing of the concern.

 Dec.2013 – Mar.2015

**OBOUD ABUBAKR BAESHEN & COMPANY – Jeddah**

**Senior Auditor**

Managing Audit Team and conducting internal and statutory audit of various clients working into diversified sectors. Ensuring compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Formulating and preparing scope of audit, audit plans, audit program and audit reports with risk and recommendation for improvement in internal control system. Maintaining internal control systems by updating audit questionnaires; performing risk assessment and recommending new policies and procedures. Compiling audit working papers by documenting audit tests and findings; communicate audit findings by preparing a report and discuss it with auditee. Reviewing and preparing financial statements in accordance with accepted accounting standards appropriate to the circumstances. Providing zakat and income tax consultancies and tax planning to various foreign companies. Meeting with new clients, preparation of proposal and engagement contract.

 May.2011 – Nov.2013

**ANEJA ASSOCIATES – Mumbai**

**Auditor**

Reviewing new systems, manuals, software, procedures, records and management controls for their adequacy to accomplish intended objectives. Ensuring compliance of various functions with established company policies and instructions and conduct audits in a professional manner and in accordance with company’s standards. Making control points to calculate Controls Effectiveness Index (CEI). Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

 Dec.2009 – Jan.2011

 Oct.2006 – Nov.2009

**NASSAR ASSOCIATES – Mumbai**

**Accounts & Operation Administrator**

Ensuring that all financial records, receipts, payables and cash flows are accurate, updated, and processed efficiently, effectively and in a timely manner. Keeping trace on whole cash and bank transactions; preparing bank reconciliation statement. Supervising monthly payroll accounting; salary transfer to all staffs. Looking after the payment schedule of contractors and sub-contractors. Supervising Income Tax Matters Tax return and Tax assessment. Participating in the preparation of financial statements and other reports.

ABN AMRO CENTRAL ENTERPRISES SERVICES (ACES) PRIVATE LIMITED – Mumbai

Officer Finance

Review, Research and Verification of Account Payable Vendors. Review of Tax Withholding Account. Purchase Order Variance – follow up with vendors and its resolution. Host Fax – payment update to vendor through fax. Maintenance of authorized signer database. Monthly and quarterly reporting. Policy and Audit –

Back Up.

 Aug.2005 – Aug.2006

**The Institute of Chartered Accountants of India**

**Chartered Accountant – Semi Qualified**

Completed up to Final Group-I Chartered Accountancy course as per ICAI regulation

Studied major in Accounts, Finance, Auditing, Costing, IT, Laws and Taxation

**Magadh University**

**Master of Commerce (M. Com) – Grade 1st Class**

Studied major in Accounts, Finance, Auditing, Costing, Laws and Taxation

 **Education**

 **Additional skills and achievements**

**Languages**

English (proficient), Hindi (Native), Urdu (Fluent), Arabic (Basic)

**IT**

MS Office, Quick Business Manager (QBM), Tally, Hands on experience on ERP during audit assignments, Ability to quickly learn new applications.

**Achievement**

Introduced control techniques for better cost control to meet management goals. Compiled policies and procedure for Accounts, HR and IT for the current employer.

 **Training & Activities**

Article ship training with Abbas Patel & Company, Chartered Accountants in India. Six Sigma white belts (it is a set of techniques and tools for process improvement). Client Acceptance Anti Money Laundering– CAAML (it is a set of procedures, laws or regulations designed to stop the practice of generating income through illegal actions)

 **Personal details**

**DOB** 1st March 1978

**Marital Status** Married

**Dependent** Spouse

**Driving License** UAE, Saudi Arabia and India