Curriculum vitae

**MOHAMMED VADAKKAMBATH ARAYALADI**

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**Sharjah UAE**

**Mobile# 056-6711464**

**PERSONAL STATEMENT**

**I am a well-experienced Financial Accountant looking for a new opportunity within a large or small business operation in the UAE.**

**I have previous experience in corporate and small business accounting.**

 **TECHNICAL SKILLS**

* **Tally ERP 9**
* **MS office**
* **Valid UAE Driving Licence.**

**EDUCATION**

* **B.Com in Accounting, Banking and Finance**
* **B.A. Degree in English Language and Literature**
* **Diploma in Business English.**

**CORE QUALIFICATIONS:**

**Well-versed in cost-related manufacturing process**

**Proficient in MSWord, Excel and Tally ERP 9**

**Extensive knowledge of audit procedures**

**Ability to cooperate and work well with others**

**Adept at carrying out instructions with accuracy**

**Excellent verbal and written communication skills**

**Excellent Secretarial skills**

**EMPLOYMENT**

**Financial and Manufacturing Accountant**

**Rahmanian Fashion LLC, Sharjah a Sharjah based manufacturing and trading group**

**Period : 2nd December, 2007 to 10th October, 2016(9 years)**

**Key Responsibilities:**

**Preparing and posting inter-company accounts**

**Preparing and controlling Payroll and terminal staff benefits.**

**Preparing financial statements, Income Statement and the Balance Sheet.**

**Preparing budgets and business planings including projected revenues.**

**Reconciling bank statements.**

**Chasing late payments, reporting bad debts and keeping a careful eye on the Cash Flow.**

**Collaborating with auditors during preliminary and year end audit process.**

**Investigate and resolve discrepancies in monthly bank accounts while under tight headlines.**

**Analyzing fixed asset additions and deletions.**

**Posting material issued, labour costs and manufacturing entries.**

**Monitoring accounts receivables and payables and liaising with debtors.**

**Drafting and dispatching all company correspondence letters.**

**Accountant cum Administrator**

**Umm Al Quwain Beach Hotel**

**October 1999 to August, 2007**

**Tasks included**

**All Administrative jobs including record keeping, letter drafting, typing, dispatching etc.**

**Tracked cash receipts and petty cash expenditure and prepared daily cash deposits.**

**Reviewed and posted invoices and processed cheqques.**

**Reconciled monthly bank statements.**

**Prepared journal entries and monthly adjustments.**

**Verified employee time sheets and processed Payroll for staff**

**Prepared, monitored and followed up payments for suppliers.**

**Coordinated with auditors for internal and external audit works.**

**Gathered and organized data for auditors.**

**Drafted all com[any correspondence**

**LANGUAGES KNOWN:**

**English, Arabic, Hindi, Malayalam, Tamil.**

**PERSONAL DETAILS:**

**Nationality : Indian**

**Marital Status : Married**

**Visa Statius : Tourist visa valid till 20th April, 2017.**

**Date of Birth :: 20/11/1954**

**PERSONAL INTERESTS : Reading**

**REFERENCES:**

**References available on request.**

**The information furnished above are true to the best of my knowledge and belief.**