**Mohammed**

**Mohammed.346502@2freemail.com**

**Bur Dubai, Dubai, UAE**

**~SENIOR / TOP MANAGEMENT PROFESSIONAL ~**

***Finance & Accounts / Audit/ Payable & Receivable***

With enriched experience of over 12 years in developing & managing entire spectrum of finance & Accounts at Transworld Properties International, Dubai as a Accounts Manager

* **Business Savvy Professional** with rich and valuable experience in Accounting. Proven ability and effectiveness in Financial Planning, Fund Management, Budgeting, Auditing, Payable & Receivable and Inventory.
* **Dynamic Change-agent**; Skilled in repositioning organizations in changing business scenario to achieve operational and service excellence through planning, prioritizing and mitigating risk while ensuring customer delight.
* **Growth oriented** with proven results and repeated success in assignments handled. Adept in building shareholder value, driving vision and achieving critical and strategic goals.



|  |  |  |
| --- | --- | --- |
| **PROFILE SNAPSHOT*** Developing, implementing and refining Financial Planning and Accounts Management processes and procedures to offer a comprehensive solution to mass affluent.
* Participated in various projects for evaluating future strategic decisions, business valuation, regulatory processes, negotiations & financing.
* Deft in financial planning, designing & implementation of systems for exercising greater control and management.
* Possess an excellent level of numeracy with a high standard of personal integrity and decisiveness in addition to problem-solving and influencing skills.
* Extensive knowledge of handling accounting tasks pertinent to accounts receivable, accounts payable and cash handling procedures.
* A keen analyst with exceptional negotiation and relationship management skills and abilities in liaising with Auditors, Banks, and other external agencies.
 |  | **CORE COMPETENCIES*** Supervising and monitoring the working of the financial departments while ensuring smooth flow of accounting and financial matters as per specified norms.
* Handling the internal audit of the companies including setting up of internal audit systems as well as monitoring of the implementation of the systems.
* Analyzing and interpreting accounting information, formulating budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.
* Keeping close watch on Accounts Payable and Receivable; planning & implementing innovative business strategies to initiate and control finance, projected towards organizational goals to maximize profitability.
* Monitoring bank transfers; reconciliation of bank statements and all general ledgers accounts, complete books of accounts, books of cash transaction, bank transactions-reconciliation, payroll, budget and other related jobs.
 |

**KEY ACCOUNTABILITIES**

***Financial Analysis***

* Managing the daily financial transactions
* Improves financial status by analysing results; monitoring variances; identifying trends; recommending actions to management
* Identifies financial status by comparing and analysing actual results with plans and forecasts
* Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions
* Reconciles transactions by comparing and correcting data and maintains database by entering, verifying, and backing up data
* Handling and managing entire spectrum of accounting operations including monitoring & reconciling of vendor accounts, Accounts Payable functions for overall expenses & adherence with accounting standards
* Keeping close watch on Accounts Payable and Receivable; planning & implementing innovative business strategies to initiate and control finance, projected towards organizational goals to maximize profitability

***Accounting Management***

* Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements
* Monitoring preparation of statutory books of Accounts, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with time & accuracy norms
* Invoice Processing for payments and accounts section.

***Budgeting & MIS***

* Formulating annual budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions
* Preparing the MIS reports, Cash & Fund Flow Statement, Balance Sheet, Audit Reports and other financial reports to keep a track of financial performance
* Compile and present detailed monthly, quarterly reports for Senior Management perusal and act as the focal point in preparing year-end.

**WORK EXPERIENCE**

**Mar’15 to Sep’16 Transworld Properties International, Dubai**

**Accounts Manager**

**Highlights:**

* Acquired significant experience in accounting within diversified industries.
* Successfully improved the accounting method of Transworld Properties International.
* Received appreciation from the auditors of the company for enhancing the accounting method of Transworld.

**Apr’15 to Sep’16 Everest International Hotel, Dubai**

**Accounts in Charge**

**Highlights:**

* Verified the Software reports, Guest Check in-out reports, Night Audit Reports etc.
* On the Basis of verification, identified some mismanagement of cash.
* Prepared budgets, business planning, included projected room revenue.
* Ensured legislation is followed as per Dubai Municipality, Tourism Dept.

**May’12 to Feb’15 XLRI (Jamshedpur) - Allied Institute of Management Studies FZ LLC, Dubai**

**Accountant cum Administrator**

**Highlights:**

* Performed administrative related with students & faculty requirements.
* Got Appreciation from the Faculties and clients on the way I have carried on my duties.

**Jan’07 to Mar’12 Transworld Properties International, Dubai**

**Accountant**

**Highlights:**

* Performed WPS procedures for the company & sister concerns.
* Implemented adequate controls and regular financial tracking and reporting.
* Utilized proper accounting techniques and standard practices to maintain the books of accounts effectively.
* Developed and recommended property accounting methods to provide effective controls.

**Jun’06 to Dec’06 Beauty Silks, India**

**Accountant**

**Highlights:**

* Operated billing machines, verified accuracy of billing data and revised any errors.
* Prepared itemized statements, bills or invoices and recorded amounts due for items purchased.
* Identified and resolved the discrepancies in accounting records

**Jul’05 to Jun’06 Paragon Group of Hotels, India**

**Cashier cum Accountant**

**Highlights:**

* Performed basic tasks of receiving payments and issuing bills.
* Maintained strict control on the cash register and ensured reconciliation of cash in day-to-day basis.

**ACADEMIC QUALIFICATIONS**

* Pursuing MBA in Finance from IGNOU university
* B.com from University of Calicut in 2005 with First Class

**IT FORTE**

MS Windows, MS Word, Excel, Accounting Software (Tally ERP, Peachtree), basic understanding of C++, SQL

**PERSONAL DOSSIER**

Date of Birth: 11thNovember 1983

Languages Known: English, Hindi & Malayalam.

Nationality: Indian

Marital Status: Married

Visa Status: Visit Visa (Till May 01st 2017)