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| Muhammed  [Muhammed.353087@2freemail.com](mailto:Muhammed.353087@2freemail.com)  **Finance & Accounts Professional**  Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step; targeting for senior level assignments in **Finance & Accounts** with a leading organization of repute     |  |  |  | | --- | --- | --- | | Key Impact Areas | | Key Skills | |  | |  | | --- | | General Accounting | | Accounts Receivables / Payables | | Internal Audits | | Cash Management | | Credit Analysis | | Reports Preparation | | Account Reconciliations | | Cost Saving | | Statutory Compliance | | |  |  | | --- | --- | | Communicator |  | | Collaborator |  | | Intuitive |  | | Innovator |  | | Leader |  | | Motivator |  | | Analytical |  | | Team Builder |  | |   Career Timeline | |
| Al Shafar Transport & Contracting Company  **2007-2010**  **Since 2010**  Al Zarooni Group of Companies  AKM Trading Company  **2005-2007** | |
| Executive Profile   * A competent professional with **nearly 12 years of** experience in **Accounts & Finance, Audit Control, Financial Reporting, Forecasting, Compliance Management and Team Management** * Expertise in identifying areas of strengths & weaknesses in the financial function and managing systems effectively to improve efficiency and increase cost saving, productivity & bottom line profitability * Gained exposure in spearheading finance & accounts activities encompassing **financial analysis, book maintenance, reconciliation, commercial functions, auditing, accounts payables & receivables, and so on** * Skilled in examining & analyzing **accounting records, financial statements and other financial reports** to assess accuracy & completeness and ensuring conformance to reporting * Excellence in **implementing procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements and ensuring compliance** with the statutory requirements * A result – oriented individual with **excellent logical, communication, interpersonal and analytical skills** | Education & Credentials   * **Bachelor of Commerce (B.Com.)** from Calicut University, Kerala in 2005 * **12th** from Govt. Higher Secondary Board, Kerala in 2002   Certificates   * Diploma in Computerized Financial Accounting from Institute Name, Location in 2005   IT Skills   * MS Office (word, Excel & PowerPoint) * ERP / Tally / Peachtree |
| Selected Highlights & Contributions  **At Al Zarooni Group of Companies**   * Provided information on financial status by preparing special reports such as KPI Dash boards , Cash flow and , others * Accelerated the monthly reconciliation process from a -day to day task through measures such as XX *(mention)* * Recorded and managed all accounting entries in ERP (Visaac – from white link computers Dubai) * Secured recovery  by identifying errors in accounting entries and non-compliance with internal rules * Analyzed data within audit areas using  *Excel* to understand trends and risk patterns   **At Al Shafar Transport & Contracting Co.**   * Developed Payment Certificates (Payables) for Sub-contractors (Internal & External) for all the projects (Previous, Current and In-house) of the company * Successfully maintained the excel sheets of Sub-contractors' Letters of Guarantee (Performance Bond Guarantee , Advance Payment Guarantee) and labour guarantee for workers * Provided support in annual inventory-taking of head office and site machinery, equipment and other depreciable assets, supplies and materials * Assisted in costing transactions of the department, and attended other tasks that may be assigned time-to-time | |
| Professional Experience **Since May’10 Al Zarooni Group of Companies, Dubai as Sr. Accountant**  **Key Result Areas:**   * Maintaining statutory books of accounts like Journal, Ledger, Cash Book and Subsidiaries in compliance with time & accuracy norms * Spearheading activities related to: * Maintenance of ledgers, passing of vouchers and the interpretation of various factors relating thereto * Closing of accounts including preparation/checking of various ledgers & sub-ledgers * Implementing and supervising general ledger and financial reporting processes and on time compliance of accounting standards; ensuring controls on creditors payment & statutory dues * Assuring timely filing of indirect taxes & returns based on the mandatory enactments * Assisting in the preparation of MIS reports to provide feedback to top management on business performance; ensuring that all key business drivers are correctly captured and all income/expenses at the end of the month are accounted for properly like admin bills, revenue, other expenses and provisions * Ensuring that timely payments are made to / received from creditors / debtors * Preparing periodical cash flow statements, bank reconciliation statements and scrutinizing ledgers * Compiling & analyzing MIS on expense sheets & analysis of profitability position * Examining books of accounts to ensure that all numbers were accurate, regulations complied with and all payments accurately classified and recorded * Reviewing preparation of LPO’s, Invoices, Receipt Vouchers, Payment Vouchers, Payroll/Salary Slips/Leave Salary/Leave Record, Cheques, Telegraphic Transfers, Deposit Slips and so on * Generating audit programs, scope for audit and managing delegation of work to subordinates * Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations * Administering all payments are made to vendors within the stipulated time frame & managing accounts payable within the pre-set parameters and reconciliation with parties   Previous Experience  **Feb’07 to Apr’10 Al Shafar Transport & Contracting Co., Dubai as Accountant**   * Prepares Payment Certificates (Payables) for all the Subcontractors (Internal & External) for all the projects (Previous, Current and In-House) of the company * Process Suppliers payment with reconciliation * Verifying Invoices, Delivery Notes to match with Purchase Orders and quotations * Updates the Ledgers and Excel Sheets for the corresponding Payment Certificates (Receivables) received from the Clients/Consultants of on-going projects * Prepares the Journal Vouchers for the above-mentioned transactions * Maintains the excel sheets of Subcontractors' Letters of Guarantee (Performance Bond Guarantee , Advance Payment Guarantee) and labour guarantee for workers * Update the guarantee spreadsheet. * Assists in the annual inventory-taking of Head Office and Site Machineries, Equipments and other depreciable assets, Supplies and Materials, and Petty Cash * Assists in other costing transactions of the department, and attend to other tasks that may be assigned from time to time * Bank reconciliation * Preparation of daily MIS reports to Finance Manager * Updating Accounts Payable & Accounts Receivable * Fill and submitting of LC applications and work on LGs & TR * Petty cash analysis * Posting of entries (Purchase, Sales ,Payment, Receipts, DN, CN etc) * Writing checks and preparation of payment voucher * Passing necessary journal entries for finalize the account * Control on ledgers * Preparing schedules for Balance Sheet * Assist in Payroll operations (Workers wages ,OT ,Salaries, Leave settlements, EOS) * Assisting Auditors * Filing of documents with a clear control and easily retrievable * Reconcile the accounts of related companies * Assist in preparation of financial statements     **Apr’05 to Jan’07 AKM Trading Co., Kerala as Accountant**   * Preparation of purchase order as per the request of sales man * Generating of invoice and delivery challan * Segregating DO s for the salesmen as per sales rout * Daily updating of accounts receivable and write deposit slips * Booking of bill to bills receipts * Daily bank reconciliation by asking statement by phone * Preparation of payment to suppliers * Daily P/L reports to owners directly * Handling of accounts of Purchases, Sales, Receipts, Payments * Cash Purchasing * Expenses Analyzing * Stock maintaining , * Preparing Purchase lists and Sales list for Auditors to calculate income taxes and VAT * Calculating staffs salary and workers wages * Attending calls for the sales orders and other enquiries | |
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