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| Muhammed 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

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|  Key Impact Areas | Key Skills |
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| General Accounting |
| Accounts Receivables / Payables |
| Internal Audits |
| Cash Management |
| Credit Analysis |
| Reports Preparation |
| Account Reconciliations |
| Cost Saving  |
| Statutory Compliance  |

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| Communicator |  |
| Collaborator |  |
| Intuitive |  |
| Innovator |  |
| Leader |  |
| Motivator |  |
| Analytical |  |
| Team Builder  |  |

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Career Timeline |
| Al Shafar Transport & Contracting Company**2007-2010****Since 2010**Al Zarooni Group of CompaniesAKM 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
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| 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
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| Professional Experience**Since May’10Al 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’10Al 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’07AKM 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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