 **MOHAMED**

[**MOHAMED.366639@2freemail.com**](mailto:MOHAMED.366639@2freemail.com)

**CAREER OBJECTIVE**

To secure a respectable position in an organization which lends a helping hand in enhancing my skills and to serve the organization to the best possible extent with my strong dedication, motivation and accounting qualification obtained through academic education

To grow with the Company and eventually prove to be an individual asset for the company.

**CORE COMPETENCIS**

ACCOUNTS FINALIZATION BUDGETING & FORCASTING PRICIENG ANALYSIS

ANALYTICAL SKILL VARIANCE ANALYSIS FINANCIAL REPORTING

BUSINESS MANAGEMENT BUSINESS DEVOLPMENT TEAM WORK

**ACADEMIC CREDENTIALS**

**2004-2006** MBA program in (HR & Marketing) from University of Madras, Chennai, India

**2000-2003**  B.Com Bharathidasan University Tiruchirappalli, Tamilnadu.

**CERTIFICATION**

**2006** Certificate on Research Approach held on University of Madras, Chennai, India.

**EMPLOYMENT RECITAL**

**Mar’2013 – Dec’2014** Worked as Accountant in Care 4 car General trading LLC DUBAI. UAE

**Apr’2011 – Jan’2013** Worked as Accountant in Livonia General trading LLC. DUBAI. UAE.

**Feb’2008 – Dec’2010** Worked as HR Coordinator in OKAZ Trading & Constructions Al-Ain, UAE.

**May’2006 – Nov’2007** Worked as Accountant & HR Assistant in Hotel lion city, India.

**Major Duties and Responsibilities**

**Accounts Management**

* Preparation of bank reconciliation statements
* Preparation of Payroll, Leave and final settlement of employees.
* Entering the Purchase Invoice & Sales Invoice
* Creating monthly computerized aging receivable and aging payable reports.
* Maintain the Payment Voucher From Supplier
* Handling Petty Cash
* Preparation of Income and Expenditure
* Prepare a Profit and loss Account
* Accounting Up to Month and Year Trial Balance
* Monitored and recorded company expenses.
* Maintenance of daybook, Vouchers and account books
* Mentoring & controlling inventory

**Talent Management**

* Developing, implementing and evaluating leadership programs for company’s executives.
* Designing and developing innovative talent management programs and processes.
* Providing consultation on all phases of talent management such as succession management, assessment, talent pipelines,

selection processes and so on.

* Providing counsel and leadership to business leaders to develop training programs that align with company’s strategy.
* Designing and implementing pioneering learning programs that develop and support the talent of the company.

**UAE Labour Laws:**

* Having very good knowledge about UAE labour laws especially Dubai & Abudhabi.
* Monitoring new employees visa procedures, visa renewals, and medicals without any delay and penalties.
* Handling employee’s health insurance issues and medical claim issues.
* Monitoring all the incoming and outgoing passports and work permits without any missing.
* And monitoring all the employees leaves status in order to find out if there is any absconding or not.
* Renewing the company’s trade license periodically without any delay or penalties.
* At last monitoring the labour camps with good condition without any problems.

**OTHER CREDENTIALS**

* Completed a project at Chennai Petroleum Corporation. Ltd., Chennai on “**Study on Health welfare & safety in Chennai Petroleum Corporation Ltd in Chennai**”.

**PERSONAL TRAITS**

* Highly organised and dedicated, and having a positive attitude.
* Possess excellent management, communication, analytical and supervision skills.
* Attentive to detail and possessing good time management skills.
* Able to handle multiple assignments under pressure and to consistently meet deadlines.

**IT SKILLS**

* Proficient with:
  + - MS-Office & Windows,
    - Tally ERP 9 version 3.6

**PERSONAL DOSSIER**

Date of Birth : 22nd July 1979

Nationality : Indian

Languages Known : English, Tamil and Hindi, Malayalam.

Visa Status : Tourist visa

Availability : Immediately

I hereby declare that the information furnished above is true to the best of my knowledge.