 ***MOHAMED.***

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PROFESSIONAL OBJECTIVE:

Seeking a rewarding position in a reputed organization to lead the finance team to its next level through skillful management, timely reporting and supporting the team to achieve higher standard performance.

PROFESSIONAL OVERVIEW:

* A seasoned professional with over 15 years’ experience in:
	+ *Finance , Accounts, Costing, payable and audit*
	+ *General Administration, Documentation and Liaising*
* Resourceful in managing day to day accounting and costing functions including finalization of accounts, debtor/creditor control, payroll management and accounts reconciliation.
* Proven abilities in enhancing financial processes and systems, reviewing complex financial data to facilitate financial growth of organizations.
* About Four years of extensive and diverse experience in various type of audit including statutory audit,internal,Inventory and Bank audit
* Highly proficient in computer accounting software package such as Tally, Quick Books, GEMS ,Oracle Financials and SAP - FICO.

EDUCATIONAL QUALIFICATION:

1. **CA.Intermediate** Coursefrom Institute of Chartered Accountants of India.
2. **Master of Financial Management** from Pondicherry University, India.
3. **Bachelor of Commerce** (BCom.) From Calicut University, India
4. **CMA** (US)IMA Under going

COMPUTER PROFICIENCY:

* MS Word, Excel, PowerPoint,
* Tally, Peachtree Accounting, Quick Books, GEMS ,Oracle Financials and SAP-FICO

PROFESSIONAL EXPERIENCE:

**Period**: Since June-2011.

Working with **Ma’aden Phosphate Company Ltd**,Jubail**-** Saudi Arabia as **Section Head (A) – Accounts Payable & Receivable** and responsibilities handling includes:-

* Preparation and forwarding of weekly, monthly and quarterly cash flow to treasury, finance manager and VP – Finance.
* Release payments in accordance with forecasted cash flow and credit terms
* Review and approval of supplier invoices & employee claims
* Review of accounting codes used by A/P Accountants
* Review of vendor aging and A/R aging at month end and take follow up action for outstanding receivable and release the pending payments
* Interface A/P module with G/L and closing of A/P module on scheduled time.
* Review of Account Payable balance on month end take action for long outstanding items
* Consolidation, review and posting of accruals from various cost owners at month end to facilitate financial closing
* Supervise & guide the work of 3 A/P Accountant , AR Accountant , Fixed Asset Accountant and Finance Secretary.
* Scrutinize and Reconciliation of supplier statement
* Review and posting entry for deprn, disposal and addition of fixed asset
* Handling & internal and external audit at each quarter

**Period**: March-2008 to May 2011.

Worked with **National Feed & Flour Production & Marketing Company LLC (Subsidiary of Exceed Industries)** Musaffa**-** Abu Dhabi, UAE **Cost Controller** and responsibilities handled includes:-

* Provide necessary assistance to Finance Manager in preparation of budgetary control statements and variances analysis.
* Generate and Review Monthly P&L, B/Sheet from System and forwarding to Finance Manager
* Ascertainment and review of per unit and total cost of finished product of various finished feeds and reporting to management
* Preparation and review of sales mix analysis & reporting to finance manager
* Posting the costing details of daily raw material consumption and finished production information into the system and make sure that costing for the same is done on standard basis
* Maintain financial and cost accounting records of NFPM and ensure that the accounting transactions are processed properly in the accounting system.
* Ensure/implement the day to day movement from stores to production and production to stores are properly documented and accounted in the system. Provide necessary clarifications to internal and external auditors
* Review and post accounting entries and ensure complete documentation of supporting documents

**Period**: Sep-2004 to March 2008.

Worked with **Maritime Industrial Services Co.Ltd.Inc**. (MIS), Dubai, UAE as

**Sr Accountant** - and responsibilities handled includes: -

* Preparation of projected Cash flow for Direct payments and employees settlements at beginning of every week and forwarding the same to Payroll Manager and Finance Controller
* Assistance in quarterly closing and finalization of accounts
* Assistance in finalization and closing of Job wise P& L Accounts and B/Sheet
* Preparation of Benefit, Vacation and Final Settlement of Admin and Field staffs and finalizing their account
* Reconciling monthly payroll with payroll master and payroll register
* Preparation of Payment Vouchers for settlements, Staff advances, E-Wallets, E-Dirhams and other direct payments.
* Preparation of Telegraphic transfer letters for Vacation, Interim & monthly salary transfers
* Updation of time entry and deduction for monthly payroll purpose.
* Passing provisional JVs for leave pay, air ticket, gratuity and other accrued payments
* Preparation of Depreciation Chart at each quarter and passing JV for accrual
* Preparation and maintenance of Fixed asset register and passing JV for addition, disposal and write off
* Handling Auditors during finance and labor audit
* Preparation of letter to Bank for salary transfer and vacation settlement to employee accounts
* Providing explanation & clarification to auditors during interim and final audit

**Period**: Dec 2002 to September 2004

Worked with **Al Wahdania Group of Companies, UAE.** In their **Manufacturing and Trading Division** at their Ras Al Khaima and Ajman Unit as **Accountant-Cost & Management** and responsibilities handled include: -

* Preparation of B/s and P&L Account
* Preparation and review of cost report of various order and forwarding to management and Commercial manager for quotation and negotiations.
* Generating process wise cost & profitability report of various order
* Preparation of monthly JVs and passing the same
* Preparation and maintenance of petty cash statement and tallying balance
* Preparation of BRS and reconciling the same
* Preparation of Receipt Voucher, Payment Voucher
* Preparation of petty cash Vouchers and making payment against bills
* Taking Follow up action with Customers and receiving the cheques in time
* Preparation of Production Report and posting consumption details in accounts
* Conducting physical verification of stocks and verifying the stock with account figure at the end of every quarter
* Receiving monthly stock report from Store keeper and reconciling the balance
* Coordinated with ISO Audit Team and **undergone ISO Training Classes** on Waste control and Internal Audit.

**Period**: September 1998 to April 2001

Worked with **M. Srinivasan & Associates, Chartered Accountants**, Ashoknagar Chennai-83 India as **Audit Executive –**Audit and Taxationand responsibilities handled include following: -

* Handling the Statutory and Revenue Audit of corporate banks and other business establishments.
* Internal Audit of Various organizations
* Preparation of Audit Reports as per Indian Income Tax Act, 1961 and Indian Companies Act 1956.
* Scheduling meetings with Accountants, Auditor , Mangers & Banks
* Audit of Partnership Firm and Sole Proprietorship
* Assisted in finalizing the accounts of various companies during their Internal, Statutory, Tax and PF Audit.

**Reference**:

References and Further Data Available Upon Request

***(Mohamed***