**MOHAMED**

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**Email:** [**mohamed.192214@2freemail.com**](mailto:mohamed.192214@2freemail.com)

**Dubai**

**OBJECTIVE**

To excel in the world of accounts & finance while serving an organization which provides challenging opportunities to bring out the best of my potential and helps me to explore and excel through learning process.

**PROFESSIONAL summary**

* Having over 4 **years of Experience** in the field of **Accounts and Finance**  in which 3years of experience in **UAE**.
* Strong in ERP softwareand in **Accounting Packages**

**job description**

**Knowledge hub trading llc (AccountANT/Finance executive) APRIL 2015– TILL DATE**

* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Identifies financial status by comparing and analyzing actual results with plans and forecasts.
* Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
* Preparing the payroll for more than 40 employees.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Maintain bank accounts and bank reconciliation.
* Monitor and report on deviations from credit standards
* Assure timely and accurate invoicing.
* Conduct credit checks on all customers, establish and manage limits.
* MIS reports like Client wise profitability report, outstanding Ageing Report & Collection Report.
* Client wise , Outstanding ageing reports, collection report, reports on Sales and Purchase return etc

**EXPERT SOLUTIONS MIDDLE EAST FZC (ACCOUNTANT) JULY 2014–APRIL2015**

# Profile:-

# Prepare Monthly and quarterly financial reports.

# Prepares invoices, Quotes, LPO and other documents.

# Manage the day to day financial transactions.

# Maintaining Purchase & Sales including Stock Register.

# Maintain the regular utility payments.

# Update the company bank and credit card register on daily basis.

# Managing and controlling petty cash disbursements .

# Reconciliation of bank accounts and branch accounts.

# Handling creditors, i.e. updating their accounts, preparing cheques, reconciliation of their accounts.

# Handling debtors, i.e. follow up for cheques, updating debtor Accounts, reconciliation of their accounts.

# Dealing with the banks, following the cash, credit approvals.

# Coordinate the whole range of Accounts Payable, Receivable.

# Fixed Assets and depreciation.

# Correspondence with Customers, Suppliers and Bank.

# Preparation of Cash Flow Statements.

# Control over all Accounting and Financial matters.

# Data entry and bookkeeping.

**WISTA Private Ltd (JUNIOR ACCOUNTANT) JUNE 2013–JUNE 2014**

**Profile:-**

* Ensure timely generation and submission of invoices.
* Debit note and Credit note.
* Sales booking.
* Customer accounts reconciliation
* Make and submit the monthly debtor reconciliation report to the Management.
* Direct follow up with the clients for collection.
* Maintain Accounts & Assist in finance activities.
* Maintain credit purchase details.
* Maintain Income and Expenses and data entry.
* Maintain salary statements and payments.
* Maintain Staff Records.
* Documentation.
* Maintaining and tracking sales data base.

**EDUCATION**

* 2011-13: M.B.A, Krupanidhi school of Management, Bangalore.(Secured 70%)
* 2008-11: Bachelor of commerce, P.A First grade college,Mangalore. (Secured 76%)

**SPECIALIZED TRAINING**

* **SAPB1** under Mukesh InfoTech Pvt. Ltd.
* Certified on **Tally**
* **Six Sigma** orange belt certification from Bizards IT solutions Pvt. Ltd. Bangalore.
* Attended 23 hours’ workshop on Project management, by Project Management institute. (Program code: CAPM, Rep No:2163)
* Good knowledge on **Microsoft Excel**.

**ACADEMIC PROJECT AND INTERNSHIP**

**Intern - Integrated Retail Pvt., Ltd., -2 months**

Industrial study & understanding of software development process towards providing effective financial business solutions.

**Research program - Evaluation of Mutual funds**

Study of functioning & evaluation of mutual funds in public sector Bank

**SKILLS**

* Ability to create innovative solutions to complex problems
* Proficiency in communication skill.
* Self-motivation and passion to succeed.
* Effective in building collaborative relationships
* Ability to accept and learn from negative criticism

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 20thApril, 1990

Marital status : Single

Religion : Islam

Visa Status : Employment Visa

**References will be made available on request.**