**MOHAMED**

**Accountant**

Email: [mohamed.369562@2freemail.com](mailto:mohamed.369562@2freemail.com)

Seeking a position in the Accounting field in your esteemed organization. Accomplished as an accountant with overall 11+ years of experiencein the diversified financial accounting field. Expertise in handling of accounting from journal to finalization. Explicitly having experience in the management role. Excellent leadership skills, effective communication and organizing capability.

**TECHNICAL EXPERIENCE:**

**E.R.P**.: TALLY ERP 9.1, PEACHTREE 2005, FOCUS 6, QUICKBOOK and MICROSOFT EXCEL, WORDKNOWLEDGE OF **SAP FICO**

**FUNCTIONAL EXPERIENCE:**

**Accountant**

MILES COAST LLC, OMAN Feb 2013 – Feb' 2017 (4 Years)

Role: Accounts, Audit, Finance, Tax and Administration Technology: Tally 9.1 ERP

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**Responsibilities:**

* Responsible for day to day finance and accounts operations.
* Entered and verifiedjournal entries(Stock Transfer entries)
* Controlled Expenses and enhance revenue and improve profit.
* Maintained petty cash books with book keeping and job book
* Prepared and Approved Sales invoice and quotation
* Prepared and Approved Supplier invoice with DO issued purchase order
* Followed Collection payments and Prepared cash flow for collecting amount and Supplier cheques(PDC)
* Communicated and direct visitto Customer and supplier for payment and other issues
* Bank and Account Reconciled every week and month and prepared Brs
* Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
* Prepared and Approved Salary every month.
* Monitored Inventory for job costing
* Maintained job Costing, Calculated Process Cost
* Entered &Prepared Cost of Production reports.
* Coordinated with bank manager for banking activities as loans: bill discounting. LC Processing , Vehicle Loan and over draft
* Responsible for prepared report for (at timely)- monthly and yearly financial statements and MIS Report
* (Finalization of Accounts) Closing Accounts Month and End of yearand coordinated the external audit process and the necessary

preparations.

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**Accountant**

DESKMATE GLOBAL EXPRESS, INDIA Dec 2010 – Jan 2013 (2 Years & 2 Months) Technology: QuickBooks

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**Responsibilities:**

* Handled accounts payable and accounts receivable
* Filled out order invoices and prepared client sales invoice
* Checked balances in ledgers and issued statement of accounts to all client
* Printed and Prepared PDC cheques and followed client due payments
* Compile and maintained all necessary records
* Prepared Balance sheet, upto finalization individual Proficient in TDS, VAT, Excise, ServiceTax, statutory compliances
* Prepared MIS Reports on weekly basis and monitored day to day Accounting operations of the Organization.

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**Accountant** (Senior Assistant)

PREMIER PRODUCTION FABRICATORS LLC, OMAN Jan 2007 – Jan 2009 (2 Years)

Technology: Focus 6

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**Responsibilities:**

* Reviewed, verified and process accounts payable transactions
* Generated invoices and verify billing input
* Received and processed payments
* Prepared bank deposits
* Follow up on collections
* Performed bank reconciliations
* Audit and entered employee expense reports
* Reconciled assigned accounts
* Prepared and input journal entries into general ledger
* Prepared and distribute monthly financial reports
* Verify and processed timecards
* Calculated withholdings and prepare payroll checks
* Ensured compliance with internal controls

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**Accountant**

SIMA TRADING ENTERPRISES, INDIA Sep 2000 – Feb 2006 (5.4 Years)

Role: Ware HouseIn charge Technology: Tally 7.2

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**Responsibilities:**

* Handled various warehouse activities using strict guidelines;
* Expected to understand aspects of production; adhere to strict safety, quality, and production standards;
* Received products using radio frequency scanners, relocate products using forklifts or pallet jacks;
* Inspect products for defects and damages;
* Trained in picking, sorting and packing;
* Ensures orders are handled timely and efficiently and customer’s service standards are upheld;
* Responsible for monitoring the internet orders system on a regular basis in order to execute orders;
* Keep warehouse clean and organized daily
* maintained materials management details and files, buy orders, invoices, receivers, packing slip
* Reconciled and submitted finished and closed buy orders to the pharmacists to submit the accounts due manager

ACADEMIC EDUCATION:

Master of Business Administration, INDIRA GANDHI INSTITUE TECHNOLOGY & MANAGEMENT DURING 2009 -2011 Bachelor of Commerce (B.Com.), BHARTHIDASAN UNIVERSITY DURING 1997 - 2000.

ADDITIONAL QUALIFICATION:

SAP FICO (FINANCIAL & COST) ECC 6. CONSULTANT

Diploma in Bachelor of Accounts & Methods / Diploma in Dot-Com Computing

TECHNICAL SKILL SET:

Accounting ERP Packages Tally 9 & ERP, SAP R/3 ECC 6.0, Quick Book, Peachtree 2005, Focus 6

Office Application MS Excel with all Formula, MS Word

PERSONAL SKILLS:

|  |  |  |  |
| --- | --- | --- | --- |
| **** | Excellent interpersonal skills | **** | Communications skill |
| **** | Team building skills | ****Effective verbal and listening | |
| ****Analytical and problem solving skills | | **** | Attention to detail |
| **** | Decision making skills | **** | Time management skills |

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| PERSONAL DETAILS: | |  |  |
| Date of Birth | 08-06-1979 | Passport | Holding Indian Passport valid till 2022 |
| Marital Status | Married | Visa | On Visit visa |

I hereby, declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

**MOHAMED SIDDIK**