[**MOHAMMAD.371532@2freemail.com**](mailto:MOHAMMAD.#371532@2freemail.com)

**MOHAMMAD.**

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**CAREER OBJECTIVE:**

Seeking a responsible accounting position with a reputable organization that gives me a scope to apply my knowledge and skills to involve in a team that dynamically works towards the growth of the organization.

**CAREER PROFILE/SKILLS:**

* + Over 10years of UAE experience in Accounts, Budgeting & MIS, Costing, Audit, Liaison Work, and General Administration.
  + Excellent command in accounting packages-**Tally, Focus,** and **Xero** (cloud base accounting software).
  + Ability to work as team member and meet deadlines.
  + Played a key role and preparing the annual draft Budgets that involved the cash budgets, purchase budgets, sales budgets, expenditure budgets, and cash flow.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Caboodle Pamper and Play LLC**

(Dubai-UAE)

**Tenure:**  Since January 2013

**Designation:** Accountant

**Responsibilities:**

* + Preparing the sales report daily, weekly & monthly, sales forecast and variance analysis.
  + Preparing the annual budget that involved the purchase budget, sales budget, expenditure budget and cash flow.
  + Formulating a budget and preparing variance analysis to determine the difference between projected & actual result to implementing corrective actions.
  + Preparing daily Bank, Cash and Credit card reconciliation statement.
  + Monitoring payables and receivable on daily basis.
  + Follow up with debtors and creditors and reconciliation of their accounts.
  + Preparing payroll and process through WPS system.
  + Monitoring and preparing the staff leave, gratuity and passage history.
  + Monitoring and reconciling Stock on regular basis.
  + Manage fixed assets process and policy.
  + Develop and implement internal controls and procedures.
  + Preparing the inflow/outflow of funds to ensure optimum utilization of available funds towards the accomplishment of organizational objectives.
  + Preparing the monthly financial reports.
  + Prepare for and coordinate internal and external yearly audit processes.

**Achievement:**

* I manage to finish the backlog audit of 2 years at once.

**Organization:** **The Living Zone LLC**

(Dubai-UAE) **The Living Zone - Dubai United Arab Emirates**

(Furniture Company like IDdesign)

**Tenure:**  July 2007 –December 2012

**Designation:** Accountant

**Responsibilities:**

* Recording day to day Cash, Bank & others accounting related transactions in Tally accounting software.
* Posting daily cash sales, credit card sales, and purchase transactions.
* Handling petty cash and sales cash depositing in the bank accordingly.
* Steered maintain Local & Foreign suppliers payments.
* Keeping track record for PDC Receivable and Payables.
* Preparing monthly bank reconciliation.
* Preparing payroll and process through WPS system.
* Preparing Financial Statements, sales, purchase report and submitting to the Finance manager on a monthly basis

**ACADEMIC EDUCATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| **Master of Commerce** | Osmania University -Hyderabad | 2007 |
| **Bachelor of Commerce** | M.V.S degree collage -Osmania University | 2004 |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations, Analysis)
* **Inventory/POS software: (**Shortcuts,Alphabyte,Winiries**)**

**PERSONAL INFORMATION:**

**Date of Birth** : April 1983

**Language** : English, Urdu, Hindi

**Visa Status** :Employment

**Availability**  : One Week

**Nationality** : Indian

**REFERENCE:**

Reference will be furnished on demand.