**SABEEK B MOHAMED**

**SENIOR PROFESSIONAL - ACCOUNTING**

Extensive experience in spearheading Accounts Operations with focus on achieving business growth objectives within turnaround & rapid changing environment, targeting assignments with a reputed organisation.

 **Profile Summary**

* Focused professional with **over 10 years** of experience in managing the entire gamut of **Accounting Operations**
* Ensured financial security by following internal controls; **reconciled financial** **discrepancies** by collecting and analysing account information
* Working knowledge of IFRS, GAAP, Accounting Standards and Statutory / Regulatory Compliances
* **Maintained general ledger** accounts by creating journal entries; reconcilingaccounts receivable; preparing monthly accruals and entries; analysing and reconciling accounts payable ledgers
* Planned and executed **monthly / quarterly / annual closure schedules**; provided monthly financial statements
* Expertise in financial analysis; internal and regulatory reporting; accounting operations; budgeting; forecasting that led to long-term improvements in **cost** **savings, profitability and productivity**
* **Supported internal and external audits** by providing information andanswers to auditors; undertook internal audit of transactions, where necessary
* Focused and goal-driven with combination of excellent commercial sense and problem-solving & analytical skills

**Professional Experience**

**Since Jun’09 with Darwish Trading Est., Abu Dhabi Senior Accountant**

**Key Result Areas:**

* Compiling general ledger entries on a short schedule with 100% accuracy
* Preparing all property management financial reports
* Maintaining accounts up to finalization
* Generating monthly bank reconciliation statements
* Undertaking accounting of rent receivables and accounts payables
* Managing petty cash up to AED 200,000/- and keeping all PDCs in safe custody
* Recording flat wise rental income and maintenance expenses
* Reviewing accounts payable voucher submission for repair and maintenance expenses
* Formulating security deposit refund invoices and forwarding the same for management approval
* Coordinating with banks & auditors to ensure proper compliance with all statutory regulations and company policies & procedures
* Supervising all building, tenancy registration & related works in municipality and other concerned government departments
* Steering finalisation of accounts; preparing and presenting MIS (Management Information System) including Profit & Loss Account, Balance Sheet and Cash Flow Statement
* Controlling petty cash; verifying the expense vouchers; updating daily report of expenses and income and submitting to the management on monthly basis
* Drafting monthly outstanding statements of creditors and debtors; following up with creditors & debtors; preparing the collection reports
* Reconciling general ledger; observing & preparing payment & receipt vouchers with relevant supporting

 **Contact Details**



**Email**

Sabeek-389413@2freemail.com

 **Key Impact Areas**

Accounts Payables

Accounts Receivables

MIS Reporting

Petty Cash Management

Reconciliation (Bank / Debtor / Creditor)

Liaison & Coordination Compliance Management Payroll Management Banking Operations

 **Soft Skills**

Communicator

Innovator

Collaborator

Thinker

Intuitive

 **IT Skills**

Operating System: DOS, Windows 10, Windows 98, 2000, XP & Vista 2010

**Highlights:**

* Improved the timeliness of month-end financial reporting from approximately 10 to 15 days
* Successfully collected over AED 100,000 from delinquent customers through measures such as Verbal Communication & email follow-ups
* Steered monthly reconciliation of approximately 10 creditor accounts
* Reduced the suspense account from AED 1,075,000 to AED 350,000
* Conducted research on cash receipts, coded and posted receipts within 50 hours of deposit
* Processed an average of 50 invoices and 35 Employee Expense Reports per week, including coding and obtaining authorisation

**Sep’08 – Apr’09 with Fatima Marketing Co., Trivandrum, India Assistant Manager**

* Maintain daily record of all transactions and generate reports for store manager
* Write order supply requests to replenish merchandise
* Ensured appropriate documentation for all transactions
* Handled weekly schedules according to payroll policies
* Addressed customer inquiries and resolved complaints
* Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts
* Generate Weekly / Monthly Sales and other reports
* Arrange appropriate approvals for LPO, Quotations & Suppliers
* Arrange the payments like advance, utilities, rent, fuel and others

Software Packages: MS Office 2016 (Word, Excel, PowerPoint, Outlook)



Accounting Packages:

Peachtree, Tally & Real soft

ERP

 **Career Timeline**

**Aug’07 – Aug’08**

Al Hadeel Trading,

Muscat, Oman as

Accountant

**Sep’08 – Apr’09** Fatima Marketing Co, Trivandrum, India as Asistant Manager

**Aug’07 – Aug’08 with Al Hadeel Trading, Muscat, Oman Accountant**

* Performed daily accounting transactions such as creating & posting vouchers
* Recorded cash transactions like PV, RV, JV & Chq.
* Ensured appropriate documentation for all transactions
* Undertook timely monthly reconciliations of cash imprest
* Prepared statement of account, fully reconciled & supported with relevant and original approved documents
* Generated monthly / weekly and other periodical financial reports
* Took appropriate approvals prior in all type of payments like imprest, advance, utilities, rent, fuel, suppliers & other cheques
* Monitored payroll including calculation of leave salary, gratuity, so on
* Formulated Bank Reconciliation Statement

**Education & Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| **2007** |  |  MBA (HR & Finance) from ICFAI University, India |  |
| **2007** |  |  | MA (Sociology) from Annamalai University, India (Distance |  |
| **2005** |  |  | Education) |  |
|  |  | BBA (Finance) from M.S. University, India |  |
|  |  |

**Personal Details**

**Date of Birth** **:** 15thApril 1984

**Languages** **:** English, Hindi, Tamil & Malayalam

**Address** **:** Abu Dhabi, U.A.E.

**Nationality** **:** Indian

**Marital Status** **:** Married

**Gender** **:** Male

**Since Jun’09**

Darwish Trading

Est., Abu Dhabi as

Senior Accountant