

Khazi Mohammed Shafi

ACCOUNTANT

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As a Post Graduate in Finance, interests lie in a career path with heavy analytical duties and responsibilities. Highly assure, energetic and team spirited with a strong work ethic able to fill numerous financial roles. Accurate, precise and highly ethical in all work-related assignments, able to immediately contribute to corporate financial goals and objectives. Comprehensive experience in environments with problem resolution, economic and business functions, all in time-critical, fast-paced and high-volume settings. Outstanding academic and practical training in financial areas. Fast learner with high energy and a drive to exceed expectations.

JOB PROFILE:

Working as a Finance Executive in Terrazzo Dubai Co. LLC, P.O.Box.73542 - Abu Dhabi - U.A.E. from Aug 2012 - Till Date.

COMPANY PROFILE:

Terrazzo is a supply & manufacturing company of Building materials such as Mosaic Tiles, Cable Tiles, Granite & Marbles, Roto, Kerbstone, Interlock, Blocks & Pavers, Prefab Caravans, Precast items, GRC & GRP. Terrazzo is a big group establish in the year 1977. It is an ISO: 9001:2008 certified company. Branches located in Qatar & Kuwait.

RESPONSIBILITIES:

My Work Location was situated in the Head Office - which is like a Central Hub to all the branches.

1. Financial Analysis and Interpretations of all Divisions.
2. Handling Bank Reconciliation Statements in the Head Office towards All Divisions.
3. Preparing Financial Statements and Reports at the each end of the Month.
4. Studying about the Risk of each Division and manipulating them.
5. Reconciling the Balances with All Divisions.
6. Confirming Internal Audit Procedures for all the divisions.
7. Assistance in Business Plan for New Projects.
8. Preparing Balance Sheet Pack for all Division - for Every 3 Months.
9. Preparation of Consolidated Cash Flow & Fund Flow Statements.
10. Assistance in Budgeting Plans & Procedures.
11. International Financing. LC Payments, Bill of Lading.
12. Daily Bank & Cash Transactions.
13. Management Competence and Administration.
14. Handling Rectification of Errors.
15. Month End Payroll for All Division using H.R. Oracle Software.

PREVIOUS COMPANIES:

I. Worked as an Accountant in Aflaj Al Khaleej Trading & Contracting Co. L.L.C, P.O.BOX No.305, Code: 512, Al Buraimi, Sultanate of Oman from Aug 2011 - May 2012.

COMPANY PROFILE:

Aflaj Al Khaleej is a Contracting Company which is having branches in Dubai, Sharjah & Iraq. It undertakes "Laying of Underground Water pipelines" in overall Sultanate of Oman.

II. Worked as an Accountant in Mohammed Yousif Al Hassan Holding Company W.L.L, P.O.BOX No.1313, Manama, Kingdom of Bahrain from April 2008 - June 2011.

COMPANY PROFILE:

Mohammed Yousif Al Hassan Holding Company is a Sole Trading Company with a Limited Liability - Proprietorship owned by Mr. Mohammed Yousif Ali Al Hassan. Under which 5 Company's are Situated:

1. Al Waha Electrical & Excavation ~~~~.
2. Al Waha Sewerage & Drainage.
3. Al Abraj Advertising.
4. Tylos Plastic Industries.
5. Al Hassan German Car Service Centre.

Alwaha Electrical & Alwaha Sewerage - is totally depends on Ministry Works. We take Tender Jobs from the Ministry of Electricity & Water, Ministry of Works & Housing regarding Electrical & Sewerage Works. We fulfill the Tender Works.

We are the Grade - 1 Contractors in the Ministry.

Al Abraj Advertsing - is an Advertisng Company which Consists of Electronic Display Boards, LED Screen Boards in overall the Bahrain City. We are Leading Advertisers in the Bahrain Country.

Tylos Plastic Industries - is one of the Leading Manufacturing ISO Certified Company of Pipes and Fittings in overall Bahrain Country. We Manufactures PVC, CPVC, HDPE, LDPE with British Standards. We Import Raw Materials from Germany, Thailand, Japan & India and Exports the Finished Goods In and Out of the Bahrain -

Al Hassan German Car Service Centre - Is one of the German Car Servicing Centre in which German Cars such as Porsche, Nissan, Mercedes, Renault, Toyato, Benz etc .. Repairs & Servicing Work will be done with a Latest Equipments & Technology

III. Worked as an Accountant in Rohit Extractions Ltd, Hyderabad - India. from April 2006 to April 2008. This was a Leading Manufacturing Company of Edible Oil.

TOTAL WORK EXPERIENCE: 10 Years 03 Months

Willing to relocate: Anywhere

Work Experience

General Accountant

Terrazzo Dubai Co. LLC

August 2012 to April 2019

Academic Project (MBA) Project Work Under I.T.C GROUP- Lohiya Industries, R.R.District, Hyderabad.
On the concept "Inventory Management", Duration- 4 Months (Jan 2006- April 2006).

AREAS OF STRENGTH:

- * Good Communication Skills.
- * Dedicated and Self-motivated.
- * Good Listening Skills.
- * Skilled in Financial Analysis.
- * Driven to learn - apply new ideas.
- * Typewriting - 50 wpm.
- * Complete command of:
 - * Tally ERP9
 - * Oracle.
 - * Excel (Pivot Tables)
 - * Access and PowerPoint.

Education

MBA in Finance

Presidency School of Business Management - Hyderabad, Telangana
2004 to 2006

BCA in Computers

Sri Saibaba National - Anantapur, Andhra Pradesh

C.E.C

Sri Sankranandagiri Swamy Junior College - Guntakal, Andhra Pradesh

S.S.C in Class Xth

St.Josephs High School - Guntakal, Andhra Pradesh

Skills

Bank Reconciliation (9 years), Accounts Receivable (6 years), Accounts Payable (6 years), Sales Coordination (6 years), Internal Audit (1 year)