

MOHAMMED SOHEL QURESHI
FINANCIAL ACCOUNTANT/AUDITOR/RISK
UNDERWRITER



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CAREER OBJECTIVE

I would like to work with a highly esteemed company which would give me a platform to use my expertise and skills for mutual growth and benefit of the company and myself.

ACADEMIC BACKGROUND

Exam / Degree	Year Of Passing	College	University/ Board
PGDM/MBA	2016-18	Uma Krishna Shetty Institute of Management Studies & Research, Kurla	AICTE/DTE
T.Y.B.Com	2014	Anna Leela College Of Commerce & Economics, Kurla	University of Mumbai
HSC	2011	Anjuman-I-Islam(C.S.T)	Maharashtra Board
SSC	2009	Air India Modern School, (Kalina)	Maharashtra Board

WORK EXPERIENCE & PROJECTS

I have a total experience of 7 Years in finance field and have worked as an accountant for more than 5 Years.

Working as a Senior Accountant and Assistant Finance manager at “SK SHIPPING LINE LLC” and “AL AZEEZ SHIPPING SERVICES LLC” (DUBAI – UAE) from 15th June 2020 till date.

Responsibility and authority: Overall responsibility to do General Accountings, Job costing, Managing cash and cashflow, Manage the accounts (Receivables and Payables), Making financial statements and to see the process is working as per SOP's.

My work includes but not limited to.

1. Taking due care over the day-to-day transactions
2. Accounting for general ledgers.
3. Job costing (checking each and every job cost for profitability of each job and rectifying errors in costing).
4. Maintaining and managing total cash and petty cash.
5. Collecting payments from customers by cash, card and by cheques.
6. Taking due care of depositing cash and cheques on time to manage funds and cashflow
7. Receivable and Payable Accounting to make sure the payments are received and paid as per the agreed credit terms with proper documentation and authorisation.

8. Checking invoicing and costing and making sure the profitability and job closing is done as per the SOP's
9. Maintaining relation with customers for smooth working of operations and accounts.
10. Making projections and maintaining cashflow of the company.
11. Maintaining BRS for all the bank accounts.
12. Keeping close attention towards costing and profitability of the jobs
13. Weekly reporting of job closers and profitability.
14. Monthly closing of general ledgers.
15. Managing total receivables and payables for smooth cash flow of company.
16. Maintaining relation with the customers and line/slot Managers for smooth functionality
17. Quarterly VAT filing.
18. Making financial reports for Management for decision making.
19. Giving financial and market analysis to the management and helping in decision making regarding the investments in jobs as well as purchasing of containers.

Worked as a Lead Associate, Accountant and Auditor at “MAVENSMARK BOOK KEEPING AND ACCOUNTING FIRM (UAE)”. (March 2019 – June 2020)

Responsibility and authority: Overall responsible for managing the branch day to day working Where my work includes but not limited to.

1. Accounting for clients by visiting there sites and helping them as per there requirements
2. Maintaining stocks
3. Auditing and preparing reports
4. Maintaining documents of clients for VAT filing
5. Filing VAT
6. Filing VAT refunds and making sure that clients get there refunds
7. VAT Registrations
8. Waving off of the penalties on clients in different cases
9. Communicating with FTA regarding clients other legal issues
10. Taking care of other legal issues.

Worked as a Junior Credit Risk Underwriter at “TINUBU SQUARE”. (May 2018 – Feb 2019)

Responsibility and authority: Over all responsible for Risk Underwriting of Credit Insurance proposals mainly assessing, setting and monitoring Credit limits for the buyers of the Insured and liaison with Risk Management Agencies and other external agencies.

1. Financial Analysis
2. Buyer Risk assessment
3. Credit Limit Setting
4. Credit limit Assessment
5. Credit limit monitoring
6. Credit Limit enhancement/reduction
7. Risk Selection
8. Managing risk accumulation
9. Risk management overview (Policy level)
10. Claims review (Policy level)
11. Liaison with Risk Management Agencies
12. Liaison with Reinsurer.

I had gone for training in Paris for risk underwriting and after that now, I have an approved Authority to provide credit limits up to INR 81 lacs.

Interned at KARVY STOCK BROKING LTD. for 2 months as a part of summer internship program, worked as a sales executive and market analyst (June 2017 – July 2017)

Responsibility and authority:

1. To create clients for D-MAT account.
2. To analyse the stocks and the market and
3. Made a project on 'Retail Stock Broking'.

Worked at Eureka Outsourcing Solutions as a CSR agent in process of OYO rooms. (April 2016 – Sep 2016)

Responsibilities and authority:

1. Do bookings for Guests/customers.
2. Convincing and retaining the Guests/customers.
3. Solving the Escalations of the Guests/customers.

Worked at Subhramanian & Co. for 1.5 year as an Article Assistant (as a C.A student) (Oct 2014 – March 2016)

Responsibilities and authority:

1. To do accounting for clients.
2. To do tally entries (Data entry)
3. To create financial working and finalisation (Balance sheet and profit and loss accounts)
4. Filing Sale Tax returns.
5. Filing Value Added Tax returns.
6. Filing for Ministry of Corporate Affairs and
7. Other legal documentation.

ACHIEVEMENTS & EXTRA CURRICULAR

- Awarded with Best performance award as senior accountant in SK SHIPPING LINE LLC.
- Member and Part of student council in college
- Worked as a Head of College Sports Committee.
- Worked as Director of Special Projects for eSpark Bsc.IT Fest held in 2014
- Worked as Head of Promotions and Marketing in Bsc.it Fest held in 2013
- Worked as the Organizers of College's Annual Football Championship, Carom Meet, Chess Competition and Pool Competition.
- Winner of pool tournament of inter-college competition
- Participated in Street Play on Social Issue "Pratikriya" at Kirdar Art Academy.
- Participated in Fashion Show and Skit on Social Issue in College Annual day Functions.
- Won 1st price for singing in inter-college at Lala lajpatrai College.
- Part of College Cultural Committee

PROFESSIONAL COURSE CERTIFICATIONS

- Computer Training Courses Under The Institute Of Chartered Accountants Of India.
- General Management and Corporate Studies under The Institute Of Chartered Accountants Of India.

CAPABILITIES & PERSONAL STRENGTHS

- proficient verbal and written communication skills.

- Good Interpersonal Skills.
- Self-Motivated and Passion to Learn.
- Quick grasping and hard work oriented.
- Ability to work independently and also as part of team.
- Well organized, attention to details, and easily adaptable to change.

IT SKILLS

- Proficient with MS Office Suite, e-mail applications, net surfing, and web research
- Tally ERP 9
- Climax for shipping companies.
- Other Accounting applications like: ZOHO, QUICK BOOKS etc. as per the company's requirements

PERSONAL DETAILS

- DOB : 31st October,1992
- Gender:- Male
- Nationality:- Indian
- Visa status:- Company visa
- Languages: - English, Hindi, Marathi, Urdu.
- Hobbies:- Dancing, Singing, Badminton, Participating in Social activities & Painting
- Reference:- Available upon request