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| rahmatullahmd12@gmail.com  +971-521454638  Mohammad Rahmatullah  **FINANCE & ACCOUNTS PROFESSIONAL**  **C:\Users\rahmatullah\Desktop\4101.jpg** |
| Profile Summary |
| * Result-oriented professional offering nearly 10+ years of a successful career with diverse roles in the field of Accounts & Finance especially in Retail & Manufacturing Industry. * Expertise in ERP Oracle 11i finance modules – General Ledger/Accounts Payable/ Accounts Receivable/Assets * Planned and executed Monthly/Quarterly/Annual closure process with schedules. * Cash flow forecasting to capture accurate information on cash holdings that would aid management in future decision‐making. * Administered daily Accounts Payable (AP) Process, managed vendor relations as well as timely and accurate processing of invoices, purchase orders, expense reports and payment transactions * Proven track record of working independently or in a team and meeting deadlines under stressful situations.   exp24x24icons Organizational Experience  **1. REDTAG (Division of BMA International), Dubai.**  **Industry (Retail)**  **Senior Accountant**  **Tenure: Dec’11 to till date**  Duties and Responsibilities:  ***Payroll:***  Creating payroll of around 3400 employees as well as employees’ settlement.   Oversee employee paychecks   Calculate net salaries considering deductions and withholdings   Ensure payroll and tax documents are accurate   Update general ledger and payroll files   Prepare accounting files, records, and schedules   Monitor paid and unpaid leaves   Process overtime earnings or holiday deductions   Resolve payroll problems (e.g., overlooked bank holidays, late payments, etc.)   Answer employee questions concerning payroll   Participate in payroll audits   Ensure compliance with governmental laws.   Payroll Variance Analysis.  ***Accounts Payable:***  Process vendor and supplier invoices, in a timely manner, verifying accuracy, approvals and account coding in accordance with company requirements. Prepares cheques and associated reports, as required in accordance with company schedules. Prepare and maintain pre-authorize payments monthly or as required. Prepare all Accounts Payable sub-ledger journals for posting to General Ledger monthly. Reconcile Accounts Payable sub-ledger to General Ledger monthly. Enter and reconcile cheques cashed to accounting software monthly. Respond to vendor inquiries as required.  Observing supplier payments and accounts reconciliation  Process all client or miscellaneous payments daily or as required to sub-ledger.  Maintain and distribute accurate listing of overdue accounts and suspensions in accordance with company policies.  ***Accounts Receivable:***  Monitoring sales are collected and deposited on time as per company policies.  Monitoring the receivable amount is according to our bank statement.  Leading a gamut of activities like overall sales transactions such as Z report, foreign currency sales, posting concern journal entries for sales & cash deposit transactions, bank & supplier accounts reconciliation  ***General Ledger:***  Prepare monthly general ledger, P/L and Balance Sheet reconciliations as required. Prepare monthly bank reconciliations for approval of the Director. Taking provisions on monthly basis and reconcile.  Prepare annual budget preparation as required.  Maintaining & updating fixed asset register and monthly capitalization & depreciation  Monitoring and booking of asset related invoice (CWIP) and timely capitalization and retiring of assets. 2. Saudi Carpet Factory (Division of Al Abdullatif Industrial Investment), KSA**Industry (Manufacturing)** **Accountant**  **Tenure: Jan’2008 to Apr’2010**  **Duties and Responsibilities:**   * Prepares payments by verifying documentation, and requesting disbursement. * To receive invoices, expense claims, contract and related documentation, check for accuracy and alignment with contractual terms or approvals and match invoices with goods received notes (GRNs), purchase orders and purchase requisitions. * To prepare invoices and payment vouchers for supplier after approval of Finance manager to prepare cheques. * To prepare payment vouchers and print cheques for rent, utilities, other services providers and suppliers. * Regularly liaise with clients for outstanding payment; reconcile and submit outstanding account statements. * Maintain the account receivable function. Preparing collection target and receivable aging report. * Arrange monthly salary and transfer to the bank account. * Process payroll on monthly basis and check for accuracy before WPS transaction. * Prepare of bank reconciliation on weekly basis and suppliers account reconciliation on monthly basis to take prompt action for the differences arising. * To monitor cash and bank account position for day to day requirements. * Customer accounts reconciliation (dues & overdue balances reports). * Preparation salary of around 1000 employees * Ensure accurate and appropriate recording and analysis of revenue and expenses. * Oversee transaction posting in the area of AR and resolve any issue. * Intercompany transaction * Calculation of commission * Ensure accurate and timely monthly, half yearly and year end close. * Financial audit preparation and coordinate the audit process. * Prepare & Maintain Assets Register * Communicate & Co-ordination with customers & suppliers. * Prepare monthly closing entries such as prepayment, provisions, depreciation etc. * Statement of Profit & loss A/c & Balance Sheets. * Performing any other tasks that are related to back-office support as directed by the finance manager.   Carrier Abstract:   |  |  |  |  | | --- | --- | --- | --- | | Company | Location | Designation | Tenure | | BMA International Co.(Brand Name REDTAG,TWENTY4) | UAE | Accountant | Dec-2011 to Till date | | Al Abdullatif Industrial investment co.(Known as Saudi Carpet Factory) | KSA | Accountant | Jan-2008 to Apr-2010 | | Shubash Masala | New Delhi | Accountant | Feb-2007 to Dec-2007 |   edu24x24icons Academic Details   * Master of Commerce (Finance) from Patna University, Patna * Bachelor of Commerce (Accounts) from Patna University, Patna * Oracle, Tally - (7.2), (Movex ERP Package) * MS-Office (Advanced Excel, Word, PowerPoint & Outlook), and Internet Applications. * Knowledge of VAT in the UAE  Personal Details  **Date of Birth**: 12th August 1981  **Nationality:** Indian  **Passport Details**: P 1877521 (Date of Expiry: 27/06/2026)  **VISA Details:** Residence  **Marital Status:** Married  **Driving license: UAE**  **Languages Known:** English, Hindi and Urdu **Present Address:** PO Box- Jabel Ali-17474, New West Camp, Dubai, UAE  **Permanent Address:** Jamia Nagar, New Delhi, India. |