

# Mohamed Saif

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**Seeking managerial assignments in Finance & Accounts, Auditing & Taxation in a growth oriented organization.**

- 👍 A professional with **03+ years** of qualitative experience in finance & accounts, audit, MIS & taxation with across the industry IT, Health Care, Consulting, Retail & Multinational Organization. Currently associated with **CGS & co.** and **HASTER IMPACT, Bangalore- As An Accountant and Client coordinator.**
- 👍 Have gained rich experience in financial procedures & building internal financial controls for cost optimization, profit monitoring and working capital management.
- 👍 In knowledge of taxation & auditing procedures ensuring compliance to statutory rules and regulations.

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## CORE COMPETENCIES

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### **Commercial / Administrative work.**

- Responsible for managing billing cycles and revenue management.
- Administrative control over sourcing of goods and services and negotiation of contracts, pricing etc.
- Maintaining company All Administrative works like Telephone, Electricity, water, and all office Renovation works and courier packing in charge handling.

### **Educational Qualifications:**

- Bachelor of Business Management from Mangalore University.
- Intermediate from Karnataka Higher Secondary Education Board.

### **Technical Skills:**

- Operating Systems: Windows 98/Windows XP, MS Office

- Accounting Packages : Tally ERP9 & Tally 7.2.

**Professional Experience:**

**Assistant Accountant – CGS & Co. Bangalore** from May 2011 to March 2012.

**Accountant come Client coordinator – HASTER IMPACT, Bangalore** from June 2012 to Feb 2015.

**Accountant come admin – DECENT ALUMINIUM & GLASS TR. CO. LLC UAQ, UAE.** FROM JUNE 2016 TO JULY 2018.

**Site Accountant come Supervisor @Green Environment Tyre Recycle LLC** from May 2019 to Feb 2021

**Accounting Functions responsibilities**

- Responsible for daily operations of the finance & accounts department and all accounting/financial information.
- Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms.
- Maintenance of accurate financial records and ability to prepare clear and accurate reports for informational, auditing and operational use.
- Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports ensuring analysing the expenditure on a monthly basis to control expenses.
- Preparation of monthly cash requirement projections for capital expense, operating expense and other payments. Preparation of variance analysis of projected vs. actual cash flows.
- Handled Accounts closing and reporting on a monthly basis and year end accounts finalization of our company & sister concerns

**Personal Details:**

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|--------------------------|---|--------------------------------|
| ➤ <b>Father's name</b>   | : | Mansoor Abdul kader            |
| ➤ <b>Date of Birth</b>   | : | 6th April 1987                 |
| ➤ <b>Gender</b>          | : | Male                           |
| ➤ <b>Marital Status</b>  | : | Married                        |
| ➤ <b>Nationality</b>     | : | Indian                         |
| ➤ <b>Religion</b>        | : | Muslim                         |
| ➤ <b>Languages known</b> | : | English, Hindi, kannada, Urdu. |
| ➤ <b>Passport no.</b>    | : | K8822618                       |
| ➤ <b>Visa status</b>     | : | EMPLOYMENT                     |

I declare that the above information is true to the best of my knowledge and belief.

Place:

Date:

**(MOHAMED SAIF)**