

**Mohammed Abdul Latheef**

### Senior Management &FinancialAccountant

### SUMMARY OF CAPACITY

**An articulate, detail orientated and results driven finance manager who has over 28 years** of invaluable experience in leading and developing a successful finance team in Private and Governments industries.Highly skilled in Accounting Process, Account Finalization Analytically minded.

**Possess strong analytical and problem solving skills**, with the ability to make well thought out decisions with Outstanding communication and motivational abilities to facilitate attainment of strategic goals and bottom line.

**Experienced in monitoring cash flows and ensuring that** funds are arranged in the cost-effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash flow management.

**Superb communication & interpersonal skills** with strong analytical, team building, problem solving and organizational abilities.

**Functional knowledge** of performing specialized tasks such as Skills in implementing financial results forecasting system for providing accurate future results projections and budgeting system ensuring timely compilation and presentation of budgets.

**CAREER HIGHLIGHTES**

* **Expertise:** Practiced at leading cross-functional teams of creative professionals to successfully execute accounting & financial improvement initiatives.
* **Exposure:** Extensive experience with excellent understanding of the latest accounting and financial concepts and possesses the ability to deal with ambiguity and changing business requirements.
* **Market Insight:** Strong at producing detailed financial planning & risk models which provide management key insights into business health for business growth planning.
* **Goal Oriented:** Highability to meet all financial reporting deadlines and to ensure the highest levels of financial integrity in any management reporting.
* **Highlight:** Skilled in designing & implementing systems, policies & procedures to facilitate internal financial control.
* **Customer Centric:** Excellent communication & interpersonal skills with strong analytical, team building& Problem solving.
* **Team Leadership:** Visionary leader who aligns financial initiatives to achieve strategic objectives and goals.

### PROFESSIONAL EXPERIENCE

**Ω** **Dp World- Accountant Receivable**  2013–Present (Govt.Organisation)

**ΩDubai World –JAFZA Management Accountant** 2010 – 2013 (Govt.Organisation)

**Ω Dubai-World -JAFZA Senior Accountant** 2007 – 2010 (Govt.Organisation)

**ΩAL Habtoor Real Estate- Senior Accountant**  1992-2007

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### DOMAIN RESPONSIBILITES

Manage and assist daily operations, perform general journal / general ledger entries monthly. Analyze and correct current-period errors. Set up catalog management and perform e-invoicing, track project profit/loss and communicate results to project managers and stakeholders. Investigate account variance and reconcile to general ledger

Ω **Management Accountant**

* Preparing Reports, Budgets, Commentaries And Financial Statements
* Undertaking Financial Administration And Internal Audits
* Liaising With Managerial Staff And Other Colleagues
* Supervising A Team Of Accounting Technicians
* Developing And Managing Financial Systems/Policies
* Negotiating And Obtaining Finance For Major Projects
* Controlling And Forecasting Income And Expenditure
* Creating Business Strategies To Generate Shareholder Value.

# Ω Senior Accountant

* Reconciliation of accounts receivables and payables. Bank and cash reconciliation.
* Monthly cash, Bank, Project payment and retention reconciliations
* Expense booking-telephone, utility charges etc. Fund transfer and corresponding entries.
* Preparation of schedule for prepaid expenses and other income. Banking entries for other income.
* Year Closing and report submission to management and Auditors

Ω **Accountant Receivable**

• To ensure all services provided to customers have been billed and payments are received and recorded effectively therefore adding support to smooth running of finance functions.

• follow-up with customers for collection of due amounts in an effective manner for timely payments.

• Prepare and verify information provided for create credit and debit notes, invoices, and journal vouchers (J.V) therefore ensuring authenticity of all receivable’s transactions.

• To prepare and submit monthly report to A/R Supervisor for management review.

• To prepare and follow up on Lease Agreement invoice preparation to ensure timely payment.

• Analysis information on payables and receivables and maintains on-going communication for key debtors and creditors

 • Coordinating with Customer Suppliers & Internal Stakeholders Facilitates discussions with supplier & customer fulfillment

 customer service and accounts receivable and payable functions to ensure that bills are processed and paid in a timely

 manner for goods & services sold and received.

 **EDUCATION**

**** **Bachelor of commerce Degree -University of Calicut-**Kerala India 1989

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# PERSONAL & TECHNICAL SKILLS

       Finance support  Oracle financials

       Freecom Business counter,Freecom Property finance, Freecom customer service

       MS Office, Excel and other supporting applications

       Competent and experienced professional with a proven track on Accounts,Financial Reporting Analysis & Budgeting.

       Demonstrated strong competencies in Accounting, Accounts Receivables, Accounts Payables, Income Statement, Financial Analysis, Financial Reporting and Auditing with developed skills in assessing accuracy of financial records whilst determining effectiveness of controls and efficiency of operations.

        Innate ability to strike a rapport with people from diverse backgrounds & mind sets and build strong & lasting relationships.

        Outstanding communication and motivational abilities to facilitate attainment of strategic goals and bottom line objectives.