



MOHAMED FAMIN H

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CAREER OBJECTIVE

To obtain a responsible & career oriented in an esteemed organization providing me with a quality environment that will enhance my knowledge and skills, thus helping me to improve myself and contribute to the organization.

CORE COMPETENCIES

- ✓ Accounts Payable & Receivable.
- ✓ Bank Reconciliation Statement.
- ✓ VAT Analysis, Rectifying & Filling.
- ✓ TALLY Accounting.
- ✓ PACT Accounting.
- ✓ Inventory Control.
- ✓ Logistics management

EXPERIENCE IN UAE

Company: Pioneer Real Estate Developer (Apr2021 – Till) Dubai,UAE.

Role: JUNIOR ACCOUNTANT :

- Responsible for monthly reconciliation of accounts and ensure accurate maintenance of records.
- Accounting treatment of financial transaction as per accounting concepts.
- Processing of master data maintenance in **Tally accounting software** and configuration of various master data screens.
- Prepared final accounts, Income and expenditure statements and monitored operations to prepared journals entries and maintaining accounts.
- Posting of vendors and customers invoices, payments and perform month-end of the balances.
- Responsible for related month-end closing processes, fixed assets, inventory, general ledgers and Bank reconciliations statement.
- Maintained the number ranges for Tax preparations, VAT, Internal audit reviews and perform the task as required by the Accounting manager.
- Prepare all the necessary reports, and perform the task as required by the Ac. Manager.

Company: RGT MARINE LLC... (Apr2019 – Mar.2021) Dubai, UAE.

Role: LOGISTICS COORDINATOR CUM ACCOUNTANT :

- ⇒ Responsible for accounts payables, receivables, expenses and working capital management.
 - ⇒ Ensure timely and accurate processing of accounting transactions used **Pact accounting software**.
 - ⇒ Prepared and reviewed stock reports, financial statements and invoices monthly and annually.
 - ⇒ Check bank statement for any returned cheque and customer payments.
 - ⇒ Prepared Company Balance sheet, Income Statement, Cash Flow Statement.
 - ⇒ Coordinate with external auditor in all necessary reports and schedules for Financial Statement Auditing and Tax filings.
 - ⇒ Prepare various schedule, analysis and financial reports
 - ⇒ Annual Budgeting Reports and prepare projected profit and loss statement based on historical data.
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- Manage orders and arrange stocking of materials and equipment to ensure they meet needs
 - Plan and track shipment of final products according to customer requirements
 - Communicate with suppliers, retailers and customers to achieve profitable deals and mutual
- Maintain logs and records of warehouse stock and executed orders
- Recruit and coordinate logistics staff (e.g. truck driver's) according to availabilities and Requirements. Prepare accurate reports for upper management
- Arrange same-day deliveries whenever possible
 - Prepare accurate invoices

Company: Karaikal Port Private Limited (Feb. 2016 – Mar 2018) Karaikal, India

Role: JUNIOR ACCOUNTANT :

- ⇒ Prepared financial statements, including Balance Sheet, Cash Flow and P&L statements and prepared detailed variance explanations verses budget and current estimate to relate to upper management.
- ⇒ Responsible for daily entry of accounting transactions used **Tally accounting software** and balanced petty cash.
- ⇒ Emailing sales invoices to customers.
- ⇒ Recording of petty cash expenses, reimbursement and month-end reconciliation.
- ⇒ Daily checking of ERP transactions to ensure all transaction are recorded by Day-End.
- ⇒ Follow duties and responsibilities, conveyed to you either verbally and or in writing by direct supervisor
- ⇒ Coordinate with external auditor in all necessary reports and schedules for Financial Statement Auditing and Tax filings
- ⇒ Worked closely with Customer Service, Sales, Marketing and Shipping to ensure orders are processed to be billed correctly.

PROFESSIONAL PROFILE

- Enjoys working in a fast-paced team environment.
- Excellent organizational, detail-oriented, focused and deadline driven.
- Enthusiastic skills with analytical ability, sincere, hardworking, prompt, punctual, prioritized.
- Highly qualified in software programs such as Tally ERP 9, DSR Software, QuickBooks, SAGE Accounting Software, MS Office 2016, Windows 98, 2010 & Vista.
- Accurate data entry skills, Document control, literate in E-mail and Internet.

2

Educational and Academic Qualifications

- ❖ **MSC** **Master of Science**(Computer Science)
Bharathidasan University (2012-2014)
Tamil Nadu, India.
- ❖ **BSC** **Bachelor of Science**(IE)
Bharathidasan University (2009-2012)
Tamil Nadu, India

Training and Personal Enhancement:

I.T. Skills:

Diploma in Accounting Software - Sage Accounting Software, DSR Software, Peachtree & QuickBooks.

Diploma in Computer Software - MS Office Word, Excel, PowerPoint, Access, Microsoft office Outlook..

Languages:

English, Tamil, Hindi and Malayalam

Personal Details:

Date of Birth : 12th June 1992
Nationality : Indian
Passport No : L6429450 Valid to 03rd December 2023.
Visa Status : Employment Visa
Gender : Male
Religion : Muslim
Marital Status : Married
Present Address : Dubai, UAE.