



RIZWAN MOHAMMED

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AREA OF EXPERTISE

- Financial Reporting
- Auditing
- IFRS
- VAT
- Internal Auditing
- MIS Reporting
- Capital Budgeting

PROFESSIONAL EXPERIENCE

HLB HAMT CHARTERED ACCOUNTANT, DUBAI, UAE

Financial and Tax Accountant

2018-Present

Financial Responsibilities:

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions
- Summarizes client financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
- Ensure the clients books of accounts are in compliance with applicable accounting standards - IFRS
- Maintains and balances Intercompany accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Develop internal control and recommending management
- Assist in audit finalization of financial statement
- Monthly MIS Reporting to Head Office by updating books of accounts of cost center clients
- Conduct sock audit and test of controls related to inventory_ (Britania)
- Conducted sales audit and reporting to management

Tax Responsibilities

- Analyzed financial statement and client documentation in determining appropriate tax
- Assist the clients in VAT return filing before the due date. Advise on the compliance procedures for VAT returns filing
- Review the compliance procedure performed by clients, which include tax invoice format, document maintenance
- Study current account entries posted in the accounting system and advise on the changes to accounting entries to be made on transaction of VAT regime
- VAT registration of clients
- Assist in submitting VAT refund application and respective follow up with FTA
- Assist in submitting voluntary disclosure in case the taxable Person make any error or omission in their tax return or tax refund application

EDUCATION

CA Finalist

Institute of Chartered Accountants of India
MAY 2015

Bachelor of Commerce in Finance

University of Madras Chennai, India
DEC 2016

Master of Commerce in Finance

University of Madras Chennai, India
pursuing

SKILLS & TOOLS

Tally

Oracle

Quick books

Zoho books

Others

MS Office

Power BI

FRAGNOSS VOGUE ICONS, KERALA, INDIA

2016 - 2017

Finance Analyst

- Involved in producing and analyzing yearend financial accounts
- Ensuring that all accounting records comply with legal and statutory requirements
- Establish, maintain and coordinate the implementation of accounting and accounting control procedures.
- Monitored and managed bank balances and mortgage repayment schedules to ensure timely settlement of loans
- Liaising with the auditor
- Reviewing/Preparing bank reconciliation statement
- Financial reporting & audit preparation and coordinate the audit process

Article ship at **MOHAN & RAVI Chartered Accountants**

INTERNAL AUDITOR AT AMANA TOYOTA

- Planned and conducted audit preparations. Served as a liaison during audit phases
- Evaluated internal control for cash management. Presented report and recommendation to management
- Streamlined the project which brought about excellent management feed back
- Well versed in Tax (VAT, CST) and Accounts
- Introduced Bio-metric scanning for attendance
- Conducted special investigation as requested by the directors
- Mapping business requirement and understanding management expectation
- Developed a systematic approach to accounting of accessories

Income Tax Audit

Value Added Tax Audit as per Kerala Commercial Act 1963

Know Your Customer (KYC) Audit of Bank of India, Calicut, Kerala

Filed **Income tax returns** of individuals and partnership firm

Filed **VAT returns** of sole proprietorship and partnership firm

Personal Details

Date of Birth	26 th May 1994
Gender	Male
Marital Status	Single
Passport Number	R0385430
Alternative Contact Number	+971 563 369 270

LANGUAGE

English (Professional)

Hindi (intermediate)

Arabic (Basic)

Tamil (Professional)

INTERESTS

Reading

Cycling

Travelling