

## Mufeed Mohammed

Sharjah – UAE  
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### Career Profile:

Seeking a challenging and rewarding position in a dynamic organization where my professional experience, educational skills set are applied effectively for the growth of organization.

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### Professional Strengths:

- 6 years of progressive experience as an accountant and administration.
  - Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
  - Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
  - Excellent written and verbal communication skills.
  - Highly trustworthy, discreet and ethical.
  - Resourceful in the completion of projects, effective at multi-tasking.
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### Highlights:

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|------------------------------|----------------------------------|
| • GAAP Knowledge             | • Time Management                |
| • Reporting Skills           | • Organization                   |
| • Attention to Detail        | • Data Entry                     |
| • Deadline-Oriented          | • General Math Skills            |
| • Reporting Research Results | • Ability to Manage People       |
| • Confidentiality            | • Excellent Communication Skills |
| • Adaptability               | • Active Learning                |
| • Initiative                 | • Independence                   |
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### Work Experience:

**Organization:** Inspecta International L.L.C. – Abu Dhabi, UAE

**Duration:** February 2018 – February 2020

**Designation:** Accountant

- Prepare and maintaining all accounting transactions on a daily basis post, adjusting and recurring journal entries.
- Responsible for closing of accounts to ensure accurate documentation and financial statements.
- Generate monthly trial balances and prepare monthly accruals and adjustments for closing the general ledger appropriately.
- Perform bank reconciliations on a monthly basis to ensure that all adjustments are made on timely basis.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares payments by verifying documentation, and requesting disbursements.
- Providing an effective system to track Payable Accounts for effective Cash Flow Management.
- Obtaining all documents which support authorized purchases and services rendered.
- Handles the custody of the petty cash box and maintaining the liquidity of the cash to ensure daily requirements are covered.
- Perform payroll accounting, make payroll entries and maintain payroll files for the company employees.
- Process timesheets and assist in payroll calculations, changes, deductions and withholdings.
- Coordinate with company PRO for processing/cancelling of all company visas.

**Organization:** Grapple Technologies W.L.L. - Qatar

**Duration:** April 2015 – December 2017

**Designation:** Accountant and Administrative Officer

**Accounting Responsibilities: -**

- Responsible for processing purchase ledger and sales ledger.
- Performing reconciliation of accounts and all other tasks associated with accounting.
- Handling responsibilities of providing assistance to accounts payable specialists regarding the proper coding of invoices and other procedural issues.
- Handled the daily processing of invoices and related documentation.
- Responding to vendor and employee's inquiries and conducting investigations and historical reviews to resolve problems.
- Preparation of Purchase orders, Purchase/Receive inventory & all A/P reports.
- Interacted daily with vendors and established solid professional relationships.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Examining expenses submitted by employees
- Contribute to a strong client relationship through positive interactions with client personnel
- Collaborate extensively with auditors during year-end audit process.

- Reconciling all active accounts payable each period as well as maintain accounts payable system reports to ensure compliance within the established accounting guidelines.
- Following-up on receipts and reviewing receivables, collections and maintaining the ageing report.
- Facilitate payment of invoices due by sending bill reminders and contacting the clients.
- Maintained and produced Excel spread sheets as requested.
- Generate financial statements and reports detailing accounts receivable and accounts payable status.
- Reconciled accounts receivable sub-ledger with general ledger on a weekly and monthly basis.
- Summarized receivables by preparing reports, maintaining invoice accounts, verifying totals and coordinating monthly transfer to accounts receivable account.

**Administration Responsibilities: -**

- Following standardized company procedures relating to all aspects of office performance.
- Answering incoming calls in a professional way.
- Maintaining suitable and sufficient office stationary levels.
- Establishing stationary requirements for the office.
- Accurately filing in administrative records and relevant paperwork.
- Recorded employee related information such as work hours and time off with the help of computer software and systems.
- Maintained customer, freelance labor and vendor database files.
- Providing administrative support to work colleagues and senior managers.
- Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments.
- Manages outgoing post and records data on special deliveries.
- Assist with travel arrangements for office staff and managers.
- Coordinate building and maintenance issues for general repair and updates.

**Organization:** Tall Tree - India

**Duration:** November 2013 to January 2015

**Designation:** Assistant Accountant

- Administrative support to Senior Accountant including clerical tasks, book keeping etc.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Entering financial information into appropriate software programs
- Completing bank reconciliations.
- Managing company ledgers.
- Verifying bank deposits.
- Managing day-to-day transactions.
- Posting daily receipts.
- Reporting on debtors and creditors.
- Working with spread sheets, sales and purchase ledgers and journals.

- Calculating and checking to make sure payments, amounts and records are correct.
  - Managing petty cash transactions.
  - Maintain accounting documents and records, ensuring all files are up to date.
  - Reconciling finance accounts and direct debits.
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**Educational Qualifications:**

- B-Com Passed with Second Class from Mahatma Gandhi University, Kerala, India.
- Higher Secondary Passed with First Class from National Institute of Open Schooling.
- Tenth Passed with First Class from CBSE Board.

**Certification Courses:**

- Completed Six month's Diploma Course in Financial Accounting which includes Manual and Computerized accounting, Tally and Peach Tree.
- Completed Four month's course in DCMA.
- Completed One month's course in Advanced Excel.
- Certified in MS Office.

**Personal Details:**

Nationality	: Indian
Religion	: Muslim
Marital Status	: Single
Date of Birth	: 25/05/1990
Driving License	: Qatar and India

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**Declaration:**

I hereby declare that all the information furnished above are true to the best of my knowledge and belief and is ready to support them with originals as and when required.

Mufeed Mohammed