



# MOHAMED SHERIF

## ACCOUNTANT

### CAREER

ACCURATE AND IMMENSELY MOTIVATED FINANCE STUDENT. HIGHLY SKILLED AT GENERATING AND ANALYZING FINANCIAL REPORTS, LEADING CASH FLOW ANALYSIS AND REFINANCING TAX PLANS.

### WORK EXPERIENCE - (6 YEARS)

#### ACCOUNTANT -UAE- (4-YEARS)

UAE-RAS AL KHAIMAH | MARCH-2016 - FEBRUARY 2020

#### AL SAQAYA AUTO SPARE PARTS LLC

- PREPARE YEARLY AND QUARTERLY FINANCIAL REPORTS.
- QUARTERLY VAT MANAGE AND SUBMISSION.
- DAILY FINANCIAL TRANSACTIONS JOURNAL ENTRIES AND LEDGER POSTING.
- DAILY PETTY CASH MANAGEMENT.
- DAILY BANK DEPOSIT AND POSTING ENTRIES.
- BANK RECONCILIATION.
- PREPARE MONTHLY PAYROLL REPORT AND WPS REPORTS.
- FOLLOW ACCOUNTS RECEIVABLE AND PAYABLES.
- RECONCILE RECEIVABLES AND PAYABLES REPORTS.
- PREPARE PDC CHEQUES FOR SUPPLIERS.
- DAILY FOLLOW PDC CHEQUE STATUS.
- PREPARE CUSTOMER QUOTATION.
- PREPARE CUSTOMER JOB CARD

#### TAX CONSULTANT -INDIA- (2-YEARS)

INDIA- KERALA-MALAPPURAM | APRIL - 2013 - APRIL 2015

#### PRABHAKARAN&COMPANY

- MONTHLY TAX COLLECTING E-FILING FOR 20 ABOVE CLIENTS.
- TAX CONSULTING FOR 30 CLIENTS.
- CORRECTLY FOLLOW ALL CLIENTS WORK.



NATIONAL PAINT AREA  
INDUSTRIAL AREA-13  
SHARJAH, UAE



00971509724740



riyassherif5886@gmail.com

### RESPONSIBILITIES

- PREPARE FINAL ACCOUNTS
- VAT MAINTENANCE
- PAYROLL AND WPS MANAGE
- MAKING JOB CARDS
- INVENTORY MANAGEMENT
- CASH MANAGEMENT
- DAILY ACCOUNTING TASK
- BANK RECONCILIATION
- PETTY CASH MANAGEMENT
- ACCOUNTING RECEIVABLES
- ACCOUNTING PAYABLES
- DECISION MAKING
- QUICK PROBLEMS RESOLUTION

SKILLS SUMMARY

- TALLY ERP 9
- VAT FILING
- TAX SOFT
- EXCEL
- WORD

LANGUAGE KNOWN

- ENGLISH
- HINDI
- ARABIC
- URUDU
- MALAYALAM

EDUCATIONAL HISTORY

- BACHELOR OF COMMERCE
- BUSINESS EDUCATION SCHOOL | march 2013 - march 2015
- ALBEDO SCHOOL OF BUSINESS MANAGEMENT - ( INTERNATIONAL BE SCHOOL )
  - DIPLOMA IN COMPUTARIZED FINANCIAL ACCOUTING ( INFO WORLD IT AND ENGLISH COMPUS )

- BOARD OF HIGHER SECONDARY EDUCATION
- (MALABAR HIGHER SECONDARY SCHOOL | MARCH 2008-2010)
- COMMERCE

- BOARD OF SECONDARY SCHOOL EDUCATION
- (GENERAL EDUCATION DEPARTMENT OF KERALA)

PERSONAL PROFILE

DATE OF BIRTH	03-11-1992
GENDER	MALE
MARITAL STATUS	MARRIED
NATIONALITY	INDIAN
PASSPORT NO	V2204839

DECLARATION

I HEREBY DECLARE THAT ALL THE INFORMATION FURNISHED ABOVE IS TRUE AND GENUINE TO THE BEST OF MY KNOWLEDGE

**TO WHOM IT MAY CONCERN**

This is to certify that Mr. Mohamed Sherif Ambalavan Variyath, passport No: K3041300 worked with AL SAQAYA AUTO SPARE PARTS LLC, RAK-UAE as Accountant from March 2016 To February 2020.

He has wide knowledge in accounting and tax related operations. His dedicated efforts are worth commendable and have contributed towards smooth accounting operations in this company.

He has performed his duties in intelligent and satisfactory manner of AL SAQAYA AUTO SPARE PARTS LLC, RAK-UAE.

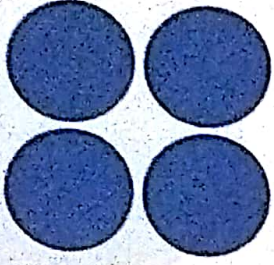
We wish him every success in his future endeavors.

HR MANAGER

AL SAQAYA AUTO SPARE PARTS LLC

RAK, UAE





## PRABHAKARAN & Co

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Malappuram (Dt), Kerala  
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Mob : +91 9446972114, 9447946623  
Fax : 0483 2742617  
Prabhakaran.co@gmail.com

Ref : HR-001/15-16

Date : 23-04-2015

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. MOHAMED SHERIF A V, S/o Moideen Ambalavan Variyath, Ambalavan Variyath House, Iringallur P.O, Vengara (via), Malappuram (Dt), Kerala - 676 304 has worked as Accounts Officer for the period from 01-04-2013 to 20-04-2015.

During this period he has got to a great extent of experience in:

- ✓ Manual and computerized accounting, reconciliation and finalization of accounts,
- ✓ E-Filing of Commercial returns & online e-payments,
- ✓ Preparation of Day book, Ledger, Profit and Loss accounts, Balance Sheet,
- ✓ Experienced in Office Administration
- ✓ Receipt and Payments, Stock register, Purchase register, Sales register & Systematic filing of documents.

With best of my knowledge and belief, he has performed a good moral character and nice conduct. His attitude towards work and his co-operation were high. We assure that he shall do his work very best to give you entire satisfaction and good manner. We wish all success in his future endeavors.

PRABHAKARAN & Co  
TAXES CONSULTANTS  
NEW BAZAR, KOTTAKKAL  
MALAPPURAM DT. - 676 503  
prabhakaran.co@gmail.com  
Ph: 0483-2742617, 9447946623  
9446972114

For Prabhakaran & Co

  
Proprietor