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| |  |  |  | | --- | --- | --- | |  | **Contact** |  | |  |  |   iammaheshmohan@gmail.com  Linkedin.com/in/mahesh-mohan  Skype id: maheshem2  **Mobile:0562279556**     |  |  |  | | --- | --- | --- | |  | **Profile** |  | |  |  |   I am a competent Payroll Accountant 5 years of work experience. I am looking for a position in a small to midsized growing firm where I can use my skills to their full potential.     |  |  |  | | --- | --- | --- | |  | **Skills** |  | |  |  |   **Diploma in Indian and Foreign Accounting(DIFA)**   * Ms Office * Tally * Peachtree * QuickBooks      |  |  |  | | --- | --- | --- | |  | **Languages** |  | |  |  |  * Malayalam * English * Hindi * Tamil * Arabic(Beginner)  |  |  |  | | --- | --- | --- | |  | **Personal Details** |  | |  |  |   DOB:13 January 1991(29)  Sex: Male  Nationality: Indian  Religion: Hindu  Marital Status: Single  Passport Validity:2031     |  |  |  | | --- | --- | --- | |  | **Present Address** |  | |  |  |   Al Barha, Diera, Dubai  +971 562279556  **Visa Status:** Visit Visa  **Visa Validity:** 10/12/2021  **Vaccine Status**: Vaccinated | **MAHESH**  **PAYROLL /HR EXECUTIVE**  **Career Objective: -**  Detail-oriented Payroll Accountant adept at initiating and implementing efficient payroll procedures. Committed to maintaining meticulous payroll records to ensure accurate disbursements. Specialize in identifying and resolving payroll issues to maintain efficient payroll procedures.   |  |  |  | | --- | --- | --- | |  | **Work Experience** |  | |  |  |   **Nasser S Al Hajri Corporation (NSH) Khobar,KSA** June 2017-April 2021  **Payroll Officer**   * Responsible for running payroll procedure on monthly basis (WPS) * Maintaining the payroll file and ensuring all payroll transactions are processed efficiently * Prepare & settle the impreset balance * Preparing the monthly reports based on management request * Follow up Timesheet & Prepare the Invoices for MPC Companies. * Prepare settlements for Vacation, Emergency Vacation & Exit Employees. * Provided advice to staff & Employees by answer the queries about timesheet & Preparing and issuance of payslips. * Ensure the newly Employee & revisions Registered on the Payroll System on timely. * Updating payroll with approved advances, deductions and any other approved changes * Maintaining the employee bank details and updates as necessary and in accordance with local legislation. * Coordinating the preparation, checking and reviewing process with finance prior to the running of the payroll. * Working with the HR and finance team to coordinate input for monthly payroll cycle * Maintaining and updating the staff cost and bank details sheets as and when changes are made. * Visit Monthly Twice in Camp for Salary Complaints.  |  |  | | --- | --- | | **HAAPCO ,Dammam,KSA**  **Accountant/HR Officer** | June,2014-May,2016 | | . Here is a brief description of what I did for HAAPCO Company with some of my key responsibilities.   * Prepare Clients invoice & subcontracting Payments at the end of the month. * Ensure all new employee registered on payroll * Custodian of petty cash & follow, enquire and update the payments. * Prepare monthly Reports, income and Expenditure * Managing office staff, files & database System * Prepare purchase order, Quotation and MIS for the company. * Prepares payments by verifying documentation like invoice LPO and Quotations. * Examine all financial records to ensure accuracy and comply with law and regulation with standards. * Maintain necessary data base in Excel | |  |  |  | | --- | --- | | **Nandilath Electronics,Thrissur,Kerala**  **Cashier/Accountant** | January,2013-December,2013 | | Here is a brief description of what I did for Nandilath Agencies with some of my key responsibilities.   * Develop and maintain financial record keeping and reporting systems. * Reconciles bank and investment accounts, and prepares related journal entries. * Posts cash receipts. * Accounts receivable receipts, and accounts receivable invoices. * Prepares Daily Sales report. * Controls inventory levels by conducting physical counts; reconciling with data storage system. * Keeping stock control systems up to date and making sure inventories are accuracy | | |  |  | |  |  |  |  |  | | --- | --- | --- | --- | |  | Education |  | | |  |  | | | Master in Commerce (Distance Ongoing)  Annamalai University  Bachelor in Commerce  Calicut University | | | 2021-  2009 – 2012 | | Higher Secondary (+1,+2)  T.M.V.H.S.S | | | 2007 – 2009 | | Schools  Concord English Higher Secondary School. | | | – 2007 | |