



## MOHAMMED SANFEER M

### ACCOUNTANT

High-energy professional with firm contribution in executing financial policies & strategies of the organization with an aim to accomplish organizational goals. Skilled at assisting in preparation of annual budgets, payroll management, monthly forecasts, and strategic plans, proficiency in assisting with bank reconciliations, report production and financial analysis & reporting

✉ sanfeershanzz@gmail.com

📍 DUBAI, UAE

📞 +971 505897570



### PROFILE SUMMARY

- **Achievement-Driven: Enterprising finance & accounts individual** with a strong record of contributions in streamlining finance & accounting functions.
- **Having over 3 years** of extensive experience in Finance & Accounts & Office Administration.
- Proven skills in executing monthly / quarterly / annual closure schedules; providing monthly financial statements; administering the monthly closing process.
- Excellence in preparing trial balance, reconciliation reports, profit & loss account, age-wise accounts payables & receivable statements.
- Exposure in preparing LC invoices and preparing the documents for the bank facility of LC, TT & TR.
- Analytical, careful, and quality-oriented professional with an eye for detail.



### CORE COMPETENCIES & INTERESTS

Office Administration

Finance & Accounts

Inventory Management

Cash Management & Banking functions



### CAREER HISTORY

#### ACCOUNTANT

**SIA Landscaping LLC, Dubai, UAE** 

Landscaping Co.

**From Nov 2019 to Present**

Performed all aspects of Accounting functions. Company dealing with high profile clients, acting as point of contact for the finance department of the firm.

Duties: -

- Handling Petty cash, Scheduling payment for the suppliers.
- Monitoring & maintaining enough cash flow to assure the availability of the cash for the operation.
- Working in both Accounts Receivable & Payable functions.
- Recording VAT related transactions, keep records of VAT transactions, to file the return.
- Coordinating with Audit team for the Auditing & VAT filing.
- Preparing Inventory reports related to the different projects undertaken by the company
- Scrutinizing Consumption of materials from Project Site, to prepare MIS to management.
- Handling Suppliers, keeping good relationship with Suppliers.

## ASST. ACCOUNTANT

MC'S Associates, India 

Manufacturing & Distribution Company

December 2018 to October 2019.

- Responsible for working closely with customer related accounts. Ensuring timely receipt of payments from the customers. Monitoring credit limit and timely actions to avoid over dues. Associated with sales executives for clearing the customer accounts and ensure smooth running of business.

## JR. ACCOUNTANT

Nashat Trading, India 

Dealing in Building Materials.

June 2018 to December 2018

- Responsible for day to day accounting activities of the business, preparing reports such as P&L, Trial Balance & B/S. Performed aspects of an Accountant during this period including Accounts receivables, Payables, Banking functions etc.



## PROFESSIONAL QUALITIES

- Establishing effective operating policies, keen to initiatives.
- Comprehensive understanding & experience of financial strategies.
- Regularly achieving cost saving targets.
- Resourceful and well organized.
- Extensive knowledge of operational systems and related software.
- Deep understanding of the principles of management.
- Excellent analytical, critical thinking, and strategic skills.
- Results orientated & Attention to detail
- Capable of making important and strategic decisions.



## ACADEMIC QUALIFICATIONS & EXPERTISE

- 2018 B. Com from Kannur University, Kerala, India
- 2015 Plus Two from Kerala Board of Higher Secondary Education, India
- 2013 S.S.L.C from Central Board of Secondary Education India.
- 2012 Diploma in Accounting From CIIT.



## PERSONAL DETAILS

- **AGE:** 23
- **NATIONALITY:** INDIAN
- **LANGUAGES:**

ENGLISH



HINDI



ARABIC



TAMIL



MALAYALAM



- **VISA STATUS:** TILL JAN 21,2021



<https://www.facebook.com/mohammed.sanfeer>



<https://www.linkedin.com/in/mohammed-sanfeer-768b40197>