

MOHD AHMAD

Accountant

Currently having 06 years of accounting experience in multiple sectors viz. General Trading, Manpower and Gold Trading. Under direction, performs a variety of an accounting duties involved in accountant preparing, maintaining, analyzing, verifying & reconciling complex financial transaction, statement, records & reports; maintains accuracy of the ledger & subsidiary financial systems; the preparation of payrolls, audits year and closing.



Contact

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Phone

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E-mail

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Driving License :

4207652

Dubai Customs Card :

125540

Skills

Financial
Accounting



AML



Work History

2021-04 -
Current

Accountant

Oltin House Gold Trading LLC (Dubai, UAE)

- Compliance tasks: fill all the important documents that are required such as **KYC** and **account opening form**
- Monitoring **Day to day** financial accounting in **multi-currency** functions by maintaining accurate financial data in accounting systems
- Calculation of **ROI, IRR, gold rate** as per online market rates based on purity
- Client's **invoicing, general ledger, Payroll & WPS, analysis of P&L, Cash Flow, Balance Sheet, preparation VAT Return** and submission of **GO AML report** to Authorities
- Consolidated financial statement on **monthly, quarterly & yearly** basis
- Preparation of various other **MIS reports**
- Tracking payments to internal and external **stakeholder**
- Handling of **daily cash** in large volume transactions
- **Internal Audit** - finding discrepancies in the system and recommending right course of actions
- Checking effectiveness & efficiency of internal control system
- **Statutory Audit** - vouching and verification of all books of accounts.

General ledger accounting	<div><div></div><div></div><div></div><div></div><div></div></div>
Account reconciliation specialist	<div><div></div><div></div><div></div><div></div><div></div></div>
Tax law understanding	<div><div></div><div></div><div></div><div></div><div></div></div>
Annual report	<div><div></div><div></div><div></div><div></div><div></div></div>

Languages

English	<div><div></div><div></div><div></div><div></div><div></div></div>
Arabic	<div><div></div><div></div><div></div><div></div><div></div></div>
Urdu	<div><div></div><div></div><div></div><div></div><div></div></div>

Software

Tally ERP, Prime	<div><div></div><div></div><div></div><div></div><div></div></div>
MS Office	<div><div></div><div></div><div></div><div></div><div></div></div>
MS Excel (Lookup, Pivots)	<div><div></div><div></div><div></div><div></div><div></div></div>
WinGold Next ERP	<div><div></div><div></div><div></div><div></div><div></div></div>
Livex Screening	<div><div></div><div></div><div></div><div></div><div></div></div>

2019-11 -
2021-03

Accountant executive

Soundlines Skilled Manpower (Dubai , UAE)

- Acquiring supplier details such as Trade License, TRN Certificate, Credit facility, Bank Detail, and ISO Certificate and Organization Chart in order to create supplier credentials
- Obtaining quotes and making contract agreement with potential supplier
- Submission of invoice to customer and follow up for payment
- Keeping employees details, accounts and Leave records
- Maintain day book and ledgers
- Reconcile the Vendor and Customer SOA on regular basis
- Reconciliation of banks, insurance, creditors and debtors and intercompany accounts
- Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information
- Assisting in the audit process.

2016-08 -
2019-10

Accountant executive

Royal Exide Battery Distributor (Mumbai , India)

- Day to day billing on tally-ERP 9
- Monthly GST return finalization, Processing tax payments and returns complying with financial policies and regulations
- Monthly Bank Reconciliation statement
- Reconciliation of creditors and debtors ledger for audit procedures.

Education

2013-01 -
2016-01

Bachelor of Commerce: Accounting And Finance
Mumbai University

2016-02 -
2016-08

Diploma in Computer Applications, Business Accounting And Multilingual D.T.P.
NIELIT Institute

2016

Certificate in Information Technology. MS-CIT

Maharashtra State Board



Additional Information

Employment Visa Validity June 2024