



Sameer Muhammed

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Languages known: English, Hindi, Malayalam and Basic Arabic

FINANCE SUPERVISOR

Visa Status: Employment Visa

Email ID: sameerthadathil@gmail.com

Nationality: Indian

Valid UAE Driving License

Seeking a challenging and rewarding opportunity in the industry which is more in line with my academic background and which effectively utilizes my analytical and technical skills in the field of Finance & Accounting.

KEY SKILLS

Finance & Accounting

Accounts Closure & Reconciliations

Accounts Payable/Receivable Management

Cash Flow Forecasting

Value Added Tax

Internal/External Audit Compliance

Policy Formulation/Implementation

People Management & Leadership

Inventory Management

Expertise in ERP (SAP B1/GP/Peachtree)

Advanced Excel knowledge

PROFILE

- Seasoned accounting professional with comprehensive experience of 14+ years in handling finance and accounting functions with a keen eye on accuracy, authenticity, and ability to work under pressures with a reputation of unwavering accuracy, credibility, and integrity.
- Successful association as a Senior Accountants Supervisor with expertise in preparing account finalization & reporting, P&L and balance sheet, inventory control, closing of account, Forecasting, banking, liaising with auditors, etc.
- Dexterity across handling and managing various accounting activities viz. payroll, accounts receivable, account payable, petty cash handling, and fund management. Expertise in liaising with internal & external auditors and company's top management.
- Outstanding communication and motivational abilities to facilitate attainment of strategic goals and bottom-line objectives.
- An effective communicator with excellent relationship building & interpersonal skills coupled with strong analytical, problem solving & organizational abilities.
- Successful completion of SAP Business One 9.3 implementation
- Leadership & administration of SAP Automation process for real estate contract module
- Association with consultant for functional designs, system configuration, perform relevant testing and deployment of designed solution in SAP System.

CAREER GRAPH

ASAYEL INVESTMENT LLC-OWNED BY HH SHEIKHA AFRAH BINT ZAYED AL NAHYAN-ABU DHABI

DEC 2019 – PRESENT

Finance Supervisor

NBB GROUP-ABU DHABI

OCT 2018 – OCT 2019

Group - Chief Accountant

ADVANCED FACILITIES MANAGEMENT LLC-ABU DHABI

APRIL 2012 – SEP 2018

Group - Senior Accountant

ROOTS ENGINEERING CONSULTANTS-ABU DHABI

OCT 2007 – DEC 2011

Accounts Executive

EDUCATION CREDENTIALS

■ MBA (Specialized in Financial Accounting)	Bangalore University, Karnataka, India
■ BACHELOR OF COMMERCE	University of Kerala, India

PROFESSIONAL EXPERIENCE

ASAYEL INVESTMENT LLC- FINANCE SUPERVISOR

- Review the end-to-end processes of the Accounts Receivable (AR) & Accounts Payable functions and supervise the team to deliver all tasks effectively and efficiently.
- Support in the implementation of quality awareness in delivering efficient and cost-effective services
- Perform review of all AR & AP transactions in the system and ensure that they are processed and treated according to set accounting & FTA guidelines
- Ensure accurate revenue recognition supported with calculations and schedules
- Ensure that brokers commission are processed accurately and on timely basis
- Review and validate the AR manual transactions and refunds prepared by AR team members
- Ensure finalization and closing of monthly AR & AP module as per the set deadlines for VAT Report
- Coordinate with other departments to facilitate work processes and resolve issues
- Prepare monthly accounts reconciliations -Banks, Intercompany, General Ledgers etc.
- Reviews & reconcile the work of Accounts Payable, Accounts Receivable, and Payroll personnel.
- Assist with Analyzing Financial statements on a monthly basis and report on variances.
- Assist with Finance & Tax Audits
- Assist with tax returns filing and corporate reporting requirements
- Monitor all the client Contracts data base
- Assist in documentation and monitoring of internal controls
- Authorize online banking payments

NBB GROUP - Chief Accountant

- Primary responsibility is to prepare Project Wise Trial Balance and Supporting schedules according to monthly close schedule
- Facilitate and complete monthly close procedures
- Analyze P&L Items to ensure appropriately recorded on a monthly basis.
- Prepare monthly accounts reconciliations -Banks, Intercompany, General Ledgers etc.
- Reviews & reconcile the work of Accounts Payable, Accounts Receivable, and Payroll personnel.
- Assist with Analyzing Financial statements on a monthly basis and report on variances.
- Assist with Finance & Tax Audits
- Assist with Preparing tax returns and corporate reporting requirements
- Monitor all the client Contracts data base
- Assist in documentation and monitoring of internal controls

Advanced facilities management - Senior Accountant

- Primary responsibility is to Perform & Report the reconciliation of all the Banks and cash on daily basis to ensure daily cash position and Compiling of the daily Liquid Position report
- Review & Reconcile Account Payable batch prepared by A/C Payable Accountant for the following ledger and sub ledger updating.
- Review vendor activity to ensure all monthly invoices have been received and reconciled with vendor statement.
- Ensure the operating cash account reconciliation and related journal entries
- Coordinate for processing and Review of all the Payments to vendors as initial approval.

- Perform Intercompany account reconciliations and work to resolve any discrepancies
- Perform the Preparation of various schedules for Month end supporting Cash, Bank, Loan, Prepayments, Guarantees and Fixed assets etc.
- Running the Financials from the system and submit to Accounts Manager for verification
- Assist with financial audits
- Generate & Review the VAT report for Monthly submission of Return
- Assist in documentation and monitoring of internal controls
- Other duties as assigned.

ROOTS ENGINEERING CONSULTANTS - [Accountant Executive](#)

- Enter, records and post all the transactions in general ledger in a timely manner
- Reviewing and processing of monthly payroll
- Timely recording of Fixed assets and depreciation
- Monitoring the reconciliation of important financial reports: -bank reconciliation, accounts with customer's statement and accounts with supplier's statement, inter group reconciliation, inter branch reconciliation.
- Ensure all monthly invoices have been received and posted in the system
- Ensure all sales invoices have been raised and posted in the system
- Perform the operating Cash account reconciliation and related journal entries

PERSONAL DETAILS

Date of Birth: 20th April 1982 • **Marital Status:** Married • **Passport No:** P1669493

References: Available Upon Request

