

Curriculum Vitae



Name

Muahmmmed Sajid

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Abudhabi, UAE

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Linkedin

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Date of Birth

21st May 1988

Place of Birth

Kerala, India

Passport No

S9721534

Nationality

India

Gender

Male

Marital Status

Married

Driving License

India

Visa Status

Resident Transferrable

LANGUAGES

English	●●●●●
Hindi	●●●●●
Arabic	●●●●●

RESUME OBJECTIVES

Senior Accountant with more than ten years experiences in trading, manufacturing, public relation services and auditing, Seeking to obtain a position which enables further enhance skills in financial management and corporate audit policies and procedures while utilizing my technical knowledge system functionality, stellar customer services and interdepartmental collaborative skills in an effort to be a significant asset to university

WORK EXPERIENCES

May 2022 – Sep 2022 Senior Accountant - Electro Mechanical Company, UAE

- ✓ Analyzing financial information, summarize financial statement and monthly wise reporting to top management
- ✓ Coordinate for strategic plans, budgets, forecasting, financial analysis and comparing with actual performances
- ✓ Maintain updated Bank ledger with transactions recording and Reconciliation with Bank statement on daily basis
- ✓ Calculation of Vat and Reports for Vat Return with considering export sales and reverse charge mechanism
- ✓ Verifying, Allocating, Posting and reconciling accounts receivables and payables and age wise report & follow up
- ✓ Prepare payment advice and telex transfer for suppliers as per credit facility allowed by supplier and payment process
- ✓ Efficient and Successful relationship with management, employees, Banks, Auditors, Suppliers and Customers,etc

Nov 2017 – Apr 2022 Senior Accountant- MAF Government Transaction Center, UAE

- ✓ Design, implementation and development and review of financial systems, policies and procedures to facilitate internal financial management and reporting systems
- ✓ Preparation of Trading and P&L Account, Balance sheet and Cash flow statements and report to top Management
- ✓ Getting control and review through reconciliation of banks and other account and sort out the discrepancies
- ✓ Ensure adequate cover of scheduled prepaid expenses, provisions and accrual for the period of financial report
- ✓ Prepare receivables and age wise report as per credit facility allowed and submit to management & supervisors
- ✓ Verifying supplier documents with books of accounts and prepare payment advice and arrange payment process
- ✓ Preparation of Vat Calculation report and Filing of periodical returns as per FTA Tax rules and VAT payment
- ✓ Prepare and Process payroll through wps and maintain schedules for employee benefits gratuity, Leave salary
- ✓ Participate work with external auditors for the preparation of annual auditing and finalized reporting

PROFESSIONAL SKILLS

- ✓ GAAP Concepts knowledge
- ✓ Trial Balances
- ✓ Profit & Loss Account
- ✓ Balance sheet
- ✓ Bank Reconciliation
- ✓ Cash Flow Statement
- ✓ Fixed Asset Management
- ✓ External & Internal Audit
- ✓ Cost Accounting
- ✓ Management Accounting
- ✓ Budget & Variance Analysis
- ✓ Financial Planning & analysis
- ✓ UAE Value Added Tax - VAT
- ✓ BOE Documents Verification
- ✓ Dubai Customs & Clearance
- ✓ Banking Services
- ✓ Insurance

TECHNICAL SKILLS

SAGE	<div><div></div><div></div><div></div><div></div><div></div></div>
TALLY.ERP9	<div><div></div><div></div><div></div><div></div><div></div></div>
REALSOFT	<div><div></div><div></div><div></div><div></div><div></div></div>
QUICKBOOK	<div><div></div><div></div><div></div><div></div><div></div></div>
PEACHTREE	<div><div></div><div></div><div></div><div></div><div></div></div>
MS EXCEL	<div><div></div><div></div><div></div><div></div><div></div></div>
MS WORD	<div><div></div><div></div><div></div><div></div><div></div></div>
MS POWER POINT	<div><div></div><div></div><div></div><div></div><div></div></div>
PHOTOSHOP	<div><div></div><div></div><div></div><div></div><div></div></div>
VISUAL BASIC	<div><div></div><div></div><div></div><div></div><div></div></div>

Dec 2013 – Aug 2017 Accountant General - KRC International Group, UAE

- ✓ Handling and supervision of financial system, policies procedures and development of reports and Procedures
- ✓ physical stock valuation and prepare stock summary and physical verification report and sorting out discrepancies
- ✓ Preparation of Budget report with sales & expenses and compare the actual performance with budgeted figures
- ✓ Prepare and Follow up for Schedule for Depreciation, Prepayment, Gratuity, Leave salary, cheque register, etc.
- ✓ Update Bank Transactions and Reconciliation of bank and other accounts, sorting out the discrepancies and resolve
- ✓ Prepare payment advice and check accrual balances of payables with document and books and payment process
- ✓ Prepare and Follow up accounts receivables with age wise report and submit to management. supervisors. etc.

Sep 2012 – Oct 2013 Audit Executive - MPR Associates (CA), India

- ✓ Providing consultancy services to clients and checking internal financial control system and planning for auditing
- ✓ Vouching with various books of accounts and assist in rectification of errors and Collect supporting documentation and verifying for audit analysis activities
- ✓ Retrieve information for auditors and assistants to facilitate timely completion of projects and audit report
- ✓ Physical stock take and valuation in accordance with accounting standard and compare with books of account
- ✓ Finalization of Financial statement and audit reporting to the users including notes as per Accounting standards
- ✓ Prepare the statement of calculation of taxation and filing for Income tax, Sales & Service Tax, etc. for clients

EDUCATION & QUALIFICATIONS

Jul 2010 - Jun 2012	M.Com (Pursuing) <i>Annamalai University, Kerala, India</i>
Jul 2010 - Jun 2012	ICWAI (Pursuing) <i>ICWAI-Intermediate, Kerala, India</i>
Jul 2007 - Jun 2010	B.Com <i>Kerala University, Kerala, India</i>

I hereby declare that the above information provided is true and genuine with best of my knowledge and belief.