



MUHAMMED SAJID

SENIOR ACCOUNTANT

CONTACT

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PROFILE

Date of Birth: 21 May 1988

Sex: Male

Nationality: Indian

Driving License: India

Visa Status: Visit Visa

Passport No: S9721534

Marital Status: Married

LANGUAGES

English : Fluent

Arabic : Intermediate

Hindi : Native

OBJECTIVE

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

WORK EXPERIENCE

SENIOR ACCOUNTANT

MAF GOVERNMENT TRANSACTIONS CENTER LLC
November 2017 – November 2021; Dubai, UAE

- ✓ Design, implementation and develop financial systems, policies and procedures to facilitate internal financial management and reporting
- ✓ Finalization of P&L Account, Balance sheet and Cash flow statements and report to top Management
- ✓ Coordinate strategic plans, budgets and financial forecast and comparing with actual performances
- ✓ Getting control accounts reconciled and sorting out the discrepancies, confirm and resolving them
- ✓ Ensure adequate cover of accruals, provisions and account for the period of financial statement
- ✓ Prepare receivables and age wise report to follow up and submit to supervisor for management review
- ✓ Prepare payment advise for Payables and payment process with verify documents and proper approvals
- ✓ Processing bills of purchase, asset and pass expense and check monthly accrual balances of suppliers
- ✓ Prepare and Filing of periodical VAT returns and provide advice on tax planning as per FTA Tax rules
- ✓ Prepare and Process Payroll through WPS and maintain schedules for employee benefits
- ✓ Efficient and Successful relationship with internal staff, Banks, Auditors, Suppliers and Customers

ACCOUNTANT GENERAL

KRC INTERNATIONAL GROUP

December 2013 to August 2017; Abu Dhabi, UAE

- ✓ Handling & supervision of the entire financial team and control & develop financial systems
- ✓ Coordinate to finalization of financial statements including notes by considering reporting standards and Accounting conceptual frame works

ACCOUNTS AND FINANCE SKILLS

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

TOOLS AND TECHNICAL SKILLS

Accounting Software skills

- ✓ Tally.Erp9
- ✓ Realsoft
- ✓ Activesoft
- ✓ Peachtree
- ✓ Quickbook
- ✓ Mycom

Microsoft Office & Other tools

- ✓ Ms-Word
- ✓ Ms-Excel
- ✓ Ms-Power Point
- ✓ MS-Access
- ✓ MS-Visual Basic
- ✓ Photoshop

INTERPERSONAL SKILLS

- ✓ Commercial Awareness
- ✓ Communicator
- ✓ Management
- ✓ Presentations
- ✓ Leadership
- ✓ Honesty
- ✓ Sincere

- ✓ Preparation of Cash Flow Statement and physical stock valuation report as per accounting standards
- ✓ Prepare month wise provisions and accruals to ensure adequate cover to financial statement
- ✓ Budget the future sales & expenses and compare the actual performance with budgeted figure
- ✓ Established overhead budgeting system using Microsoft Excel to improve expense tracking
- ✓ Reconciliation of bank and other accounts, sorting out the discrepancies and resolve the issues
- ✓ Prepare and check accrual balances of supplier payables and follow up accounts receivables with age wise reports and submit report to management
- ✓ Efficient and Successful relationship with internal staffs, Banks, Auditors, Suppliers and Customers

AUDITOR

MPR CHARTERED ACCOUNTANT ASSOCIATES

September 2012 to October 2013; Kerala, India

- ✓ Providing consultancy services to clients and checking internal financial control system
- ✓ Vouching with various books of accounts and assist in rectification of errors and Collect supporting documentation for audit analysis activities
- ✓ Retrieve information for auditors and assistants to facilitate timely completion of projects
- ✓ Finalization of accounts and audit reporting to concerned users including notes to accounts by considering Indian and IFRS Accounting standards
- ✓ Physical stock take and valuation in accordance with accounting standards and compare with books
- ✓ Calculation of taxation and filing with Indian taxation

EDUCATION

- ✓ B.com – University of Kerala 2007-10
- ✓ M.com – Annamalai University 2010-12 (Pursuing)
- ✓ Icwai – Intermediate Level 2010-12 (Pursuing)

DECLARATION

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

Place : Dubai

Muhammed Sajid