

MOHAMMED BASHARATH HUSSAIN
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Personal Profile

Dynamic 5+ year's career reflecting pioneering with excellent performance. Remain on the cutting edge, driving new business through key accounts, inputs, and Data analytics. Recognized for aggressively identifying opportunities develop focus, delivering tactical business solutions, high caliber presentation, negotiation & closing skills.

Employment History

Job Responsibilities

- I. **General Accountant – Khairat Al Neel Meat Shop LLC** is Sharjah based company dealing in food items Namely Mutton & Beef, import of goods from Sudan and distribute in UAE. From 6 Sept 2021 to Till Date.
 - Reporting to the Senior Accountant
 - Maintenance of Debtors Ledger, Creditors Ledger, General Ledger, Physical Stock, Cash book.
 - Control and reconciliation of petty cash, cheques etc.
 - Reconciliation of Bank Statements and Ledger Accounts
 - Keeping track on the outstanding debtors and taking appropriate measures for ensuring timely receipt and money from them.
 - Administer accounts receivable and accounts payable
 - Supplier reconciliation & dealing with suppliers for any discrepancy.
 - Communication and resolution of issues with suppliers and staff as required including suppliers' statement reconciliations.
 - Responsible for the accurate and timely payment to suppliers' invoices and employee expense reimbursement.
 - Monthly closings and preparation of monthly financial statements
 - Preparation of Trading Account, Profit & Loss Account, Balance Sheet.
 - Prepare analysis of accounts as requested
- II. **General Accountant – Mercado LLC** is Dubai base Departmental store, dealing in Food, Clothing, Household, toys, Cosmetics, jewelry Electronics, Stationery, Toiletries etc... (Basic home essentials). Having two branches in Dubai/Abu Dhabi.
From Jan 2019 to Dec 2020.

Job Responsibilities

- ◆ Reporting to the Managing Director
- ◆ Maintenance of Accounts up to Finalization
- ◆ Maintenance of Debtors Ledger, Creditors Ledger, General Ledger, Physical Stock, Cash book.
- ◆ Liaison with Bank regarding all account matters
- ◆ Reconciliation of Bank Statements and Ledger Accounts
- ◆ Preparation of Month-end reports including sales, purchase, and customer-outstanding statements
- ◆ Prepare and Maintaining re-order level and submit to Purchase department.
- ◆ Communication and follow up with Overseas Suppliers on placing of Purchase Orders, Quality assurance, timely shipment and submission of supporting documents for any claim from Suppliers
- ◆ Verify that adequate budgeted funds are available for payments and schedule the issuance of Accounts payable cheques.
- ◆ Preparation of TT.
- ◆ Arranging the Import/ Export documents for Clearing shipments from the ports
- ◆ Responsible for handling any immediate emergencies that came up with customs paperwork or other customs activities.
- ◆ Following up the customers for payments and sales orders
- ◆ Supervising staffs in Billing/Forwarding and receiving activities
- ◆ Written and oral communication with suppliers and customers
- ◆ Coordinating with the Sales and Warehouse Staffs
- ◆ Preparing Salary Sheets & making salary payments
- ◆ Drafting year ending schedules and accounts for audit.
- ◆ Assisting with the hiring, training, and development of staff.

- III. **Accountant General – Blue Ginger General Trading LLC** is Dubai base general trading company, deal in Foodstuff like Mutton And Beef, we import fresh meat from countries like Kenya , Ethiopia , Sudan and distribute across UAE, Namely in Dubai Fish Market , Ajman Meat Market & Sharjah Meat Market .
From April 2016 to June 2018.

Job Responsibilities

- ◆ Preparing monthly financial statements.
- ◆ Writing up accurate and timely financial reports.
- ◆ Preparing journal entries complete with documentation for all transactions.
- ◆ Assisting in annual and monthly budget preparations.
- ◆ Working with tax accountants to provide information for tax returns.
- ◆ Carrying out any other administrative and operational duties as required.
- ◆ Reconciling cash advances on a monthly basis.
- ◆ Investigating any accounting discrepancies.
- ◆ Reporting on any outstanding invoices.
- ◆ Performing basic analysis of accounts and accruals.

- ◆ Counting and balancing petty cash at the end of each month.
- ◆ Ensuring that controls are in place to maintain the confidentiality of all financial information.
- ◆ Assist with year-end closings
 - ◆ Reporting to the Senior Accountant
 - ◆ Maintenance of Debtors Ledger, Creditors Ledger, General Ledger, Physical Stock, Cash book.
 - ◆ Control and reconciliation of petty cash, cheques etc.
 - ◆ Reconciliation of Bank Statements and Ledger Accounts
 - ◆ Keeping track on the outstanding debtors and taking appropriate measures for ensuring timely receipt and money from them.
 - ◆ Administer accounts receivable and accounts payable
 - ◆ Supplier reconciliation & dealing with suppliers for any discrepancy.
 - ◆ Communication and resolution of issues with suppliers and staff as required including suppliers' statement reconciliations.
 - ◆ Responsible for the accurate and timely payment to suppliers' invoices and employee expense reimbursement.
 - ◆ Monthly closings and preparation of monthly financial statements
 - ◆ Preparation of Trading Account, Profit & Loss Account, Balance Sheet.
 - ◆ Prepare analysis of accounts as requested

Qualification

- ◆ Bachelor's in Commerce from Osmania University.
- ◆ MBA in Finance from Osmania University.

TECHNICAL SKILLS:

Accounting Skill : Tally ERP 9.0, Focus, Mycom (Customize Software)

Software skill : MS-Office, MS-Windows, MS-Access

Personal Details:

Father Name : Mohammed Gulam Hussain

Nationality : Indian

Date of Birth : 18th June 1990

Marital Status : Married

Passport No. : M3706861

◆ **Mohammed Basharith Hussain**