

Curriculum Vitae



Mr. FAREED MOHAMMED

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Objectives:

To excel my career in Accounting field where there is a scope of learning and updating knowledge in the environment that develops team work and self-satisfaction as well as assist me in reaching a long term goal in becoming a successful.

Work Experience:

PAPER LINK INTERNATIONAL FZCO, UAE, As an Junior Accountant from (JAN-2016 to JUNE-2018)

Accounting & Documentation:

- *Daily maintaining PDC cheques and as per date wise presenting to bank and same day entering in the accounting system to keep the record up to date.*
- *Keeping cash and cheques in custody until handling over them to bank to protect cash from theft or loss.*
- *Weekly cash & petty cash reconciliation and depositing balance cash in the company bank account & reporting.*
- *Maintaining Petty Cash Expenses daily basis and same will be posting voucher in the accounting system.*
- *Placing the order Like Preparing Pro-forma Invoice as per the customer LPO and same sending to customer for confirmation.*
- *Preparing Tax Invoice as per FTA Law and Submitting invoices to customer timely manner.*
- *Contacting the customers for credit follow-up & meeting with customers for credit follow-up.*
- *Supplier accounts reconciliation and payment to suppliers as per agreed payments terms.*
- *Generating monthly purchase & sales report and reporting to senior head dept.*
- *Generating debtors Out-Standing report on monthly basis & sending to customers on time.*
- *Reconciliation of Bank, intercompany, suppliers & customer accounts.*
- *Updating financial data in database to ensure that information will be accurate and immediately available when needed.*
- *Providing accounts & accounting data entry support to senior accountant.*
- *Entering financial transactions in the ERP system accurately & timely.*
- *Handling customer credit insurance limits.*
- *Applying and checking new insurance credit limit request for customers and arranging documents as per requirements.*
- *Preparing Insurance credit limit report as per customer wise on monthly basis & reporting to insurance credit department.*
- *Reporting over-due notification to insurance department against over-due payments on time as per their policy.*
- *Preparing & arranging all documents according to credit insurance against claim amount.*
- *Assisting the senior accountant in the preparation of Vat return filling.*
- *Assisting the senior accountant in the preparation of monthly/quarterly and annual financial reports.*
- *Providing assistance to external auditors for the annual audit of the company.*
- *Entering Purchase GRN entries & materials to materials transfer entries in the software systems.*
- *Handling inventory reconciliation and monthly stock-taking with the store.*

AL - SAAEI GENERAL TRADING LLC – DUBAI, UAE, As an Account Assistant from (JUN-2014 to AUG - 2015)

- Assisting for the Preparation of Final Account of the Company like Profit & Loss Account and Balance Sheet.
- Preparing LC Documents like Commercial Invoice, Packing List, Delivery Order and bill of Exchange relating to Bank requirements.
- Preparing Pro-forma invoice, Sales Invoice & Delivery Notes.
- Preparing PDC Cheques & Discounting from Bank as per bank procedure.
- Maintaining Petty cash book and posting voucher in the system.
- Maintaining of all Payments & Receipts Voucher posting in the system.
- Stock taking by physically checking of the stock against system stock ledger.
- Managing accounts payable, accounts receivable & payroll departments and cash management.
- Preparing the list of all debtors and following up for payments.
- Preparation of the statement of account on monthly basis with aging, bill wise and forwarding to customers.
- Meeting with the customers to follow-up for payments.
- Keeping cash and cheques in custody until handing over them to bank to protect cash from theft or loss.

Bilal Associates (Auditor) in Mangalore, India, As an Account Assistant - 2007 - 2014.

- Independent handling of daily routine accounts work.
- Maintaining Journal Ledger & Day Book.
- Assisting for the preparation of Trading, Profit & Loss A/c & Balance Sheet.
- Preparing of Receipt & Payments and Income & Expenditure Account.
- Understanding the requirement of client & co-ordinate with them.
- Maintaining day book ledger, using different type of accounting software's.
- Auditing handling Sales Tax & Income Tax.
- Handling sales, purchase, expenses and J.V entries in Tally Software.

Educational Qualifications:

- Bachelor in Commerce – Mangalore University, Karnataka State, India. Year 2006.
- Pre University Certificate – Educational Board Bangalore, Karnataka State, India. Year 2002.
- Secondary School Leaving Certificate – Bangalore, Karnataka State, India. Year 2000.

COMPUTER SOFTWARE SKILLS:

Aptech Computers Mangalore.

- Tally Erp.9- VAT.
- M.S Office Package (Including all) and Windows (Operating System).

Computer Skills:

- Able to work with MS-Office packages such as MS-Word, MS-Excel, MS-Outlook.
- Good knowledge of operating system Lighthouse ERP on Oracle Technology.
- Good knowledge of operating system of Tally accounting software.

Strength:

- Adapts and learn quickly, patient, discipline and responsible.
- Act appropriately in different and potentially stressful situations.
- Able to work under pressure & Good communication skills.
- Committed to excellent service and customer satisfaction
- Excellent organization/interpersonal skills
- Strong commitment and drive for results.

PERSONAL PROFILE:

Date of Birth: 30th Dec 1983
Nationality: Indian
Gender: Male
Religion: Islam (Muslim)
Marital Status: Married
Languages Known: English, Hindi, Malayalam, and Urdu.

PASSPORT DETAILS:

Passport No.: R 8139831
Date of Issue: 17/08/2017
Place of Issue: Dubai, UAE.
Date of Expiry: 16/08/2027

Visa Status: Visit Visa

Conclusion:

I hereby state that all the information given above are true and to the latest.

Fareed Mohammed.