

MOHD AHMAD

Accountant

Currently having 06 years of accounting experience in multiple sectors viz. General Trading, Manpower and Gold Trading. Under direction, performs a variety of an accounting duties involved in accountant preparing, maintaining, analyzing, verifying & reconciling complex financial transaction, statement, records & reports; maintains accuracy of the ledger & subsidiary financial systems; the preparation of payrolls, audits year and closing.



Contact

Address

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Driving License :

4207652

Dubai Customs Card :

125540

Skills

Financial



Accounting

AML



Work History

2021-04 -

Current

Accountant

Oltin House Gold Trading LLC (Dubai, UAE)

- Compliance tasks: fill all the important documents that are required such as **KYC** and **account opening form**
- Monitoring **Day to day** financial accounting in **multi-currency** functions by maintaining accurate financial data in accounting systems
- Calculation of **ROI, IRR, gold rate** as per online market rates based on purity
- Client's **invoicing, general ledger, Payroll & WPS, analysis of P&L, Cash Flow, Balance Sheet, preparation VAT Return** and submission of **GO AML report** to Authorities
- Consolidated financial statement on **monthly, quarterly & yearly** basis
- Preparation of various other **MIS reports**
- Tracking payments to internal and external **stakeholder**
- Handling of **daily cash** in large volume transactions
- **Internal Audit** - finding discrepancies in the system and recommending right course of actions
- Checking effectiveness & efficiency of internal control system
- **Statutory Audit** - vouching and verification of all books of accounts.

General ledger accounting	
Account reconciliation specialist	
Tax law understanding	
Annual report	

Languages

English	
Arabic	
Urdu	

Software

Tally ERP, Prime	
MS Office	
MS Excel (Lookup, Pivots)	
WinGold Next ERP	
Livex Screening	

2019-11 -
2021-03

Accountant executive

Soundlines Skilled Manpower (Dubai , UAE)

- Acquiring supplier details such as Trade License, TRN Certificate, Credit facility, Bank Detail, and ISO Certificate and Organization Chart in order to create supplier credentials
- Obtaining quotes and making contract agreement with potential supplier
- Submission of invoice to customer and follow up for payment
- Keeping employees details, accounts and Leave records
- Maintain day book and ledgers
- Reconcile the Vendor and Customer SOA on regular basis
- Reconciliation of banks, insurance, creditors and debtors and intercompany accounts
- Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information
- Assisting in the audit process.

2016-08 -
2019-10

Accountant executive

Royal Exide Battery Distributor (Mumbai , India)

- Day to day billing on tally-ERP 9
- Monthly GST return finalization, Processing tax payments and returns complying with financial policies and regulations
- Monthly Bank Reconciliation statement
- Reconciliation of creditors and debtors ledger for audit procedures.

Education

2013-01 -
2016-01

Bachelor of Commerce: Accounting And Finance
Mumbai University

2016-02 -
2016-08

Diploma in Computer Applications, Business Accounting And Multilingual D.T.P.
NIELIT Institute

2016

Certificate in Information Technology. MS-CIT

Maharashtra State Board



Additional Information

Employment Visa Validity June 2024