



## MOHAMMED MOHTISIM

### SENIOR ACCOUNTANT



**Mohtasimfa@gmail.com**



**+971-52-5209498**



**Ajman, UAE**



### PROFILE SUMMARY:

Accomplished Masters in Finance with 4 years of experience in finance & accounting. Experienced in Accounts Receivables, Accounts Payables, tax calculating, and timely reporting for business clients and organizations, Strong work ethic and commitment to integrity, Works well in teams and independently. Eager to join a finance team and help to improve an organization's financial focus.



## WORK EXPERIENCE

### AMTEK COMPUTERISED EMBROIDERY FZE

#### SENIOR ACCOUNTANT (JAN 2018 TO PRESENT)

##### KEY RESPONSIBILITIES:

- Prepare Accurate and timely financial statements & reporting.
- Cash flow management & projection.
- Analyzing costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses.
- Co-ordinating with internal & external audit teams to ensure timely response & documentation.
- Maintaining accounts receivable, Preparing of aging reports and records account reconciliations.
- Maintaining & reconciliations of A/P.
- Ensure all documentation are complied with the standards.
- Reconciliation of GL Accounts, preparing 'action-triggering' schedules and taking timely action to resolve any issues.
- Timely VAT filing & returns to ensure prompt payment.

### LUXE INTERIORS LLC, DUBAI

#### ACCOUNTANT (FEB 2017 TO DEC 2017)

##### KEY RESPONSIBILITIES:

- Preparing monthly profit & loss.
- Preparation of annual trial balance, profit & loss and balance sheet.
- Maintaining & reconciliations of A/R & A/P.
- Keep track of all intercompany transactions to be billed and processed.
- Handling Petty cash and reporting daily basis.
- Budgeting & forecasting.
- Handling & processing payroll.
- Handling employee roster.
- Track of office supplies and place order when necessary.

### BLUEHILL CONSTRUCTIONS AND DEVELOPER, INDIA

#### ASSISTANT ACCOUNTANT (JULY 2016 to DEC 2016)

##### KEY RESPONSIBILITIES:

- Maintaining & reconciliations of A/R.
- Contribute to a strong client relationship through positive interactions with client personnel.
- Handling key accounts of customers & vendors.
- Handling petty cash and reporting daily basis.



## ACADEMIC PROFILE:

- **Master of Business Administration (MBA)**—In **Finance** and **Marketing** with the aggregate of **77%** from **Visvesvaraya Technological University** (2014 TO 2016)
- **Bachelor of Commerce (B.COM)** with the aggregate of **89%** from **Karnataka University Dharwad** (2011 TO 2014)



## ACHIVEMENT& HONOURS:

- Awarded with **Best Outgoing Student** during my Graduation in the year 2014.
- Won the **Athletic Championship Award** in Annual College Athletic meet 2014.
- Represented for **Karnataka University Cricket Team** and titled with **University Blue** in 2014.
- Awarded with best discipline sports personality of the year-2015.



## HOBBIES & INTEREST:

CRICKET

KABADDI

FITNESS



## LANGUAGE KNOWN:

- ENGLISH ★★★★★
- URDU ★★★★★
- KANNADA ★★★★★

Reference available upon request



## AREA OF EXPERTISE:

- Financial accounting, reporting& analysis.
- Accounts receivables.
- Accounts payables.
- Bank reconciliation.
- Revenue reporting.
- Costing, cost analysis & cost controlling
- VAT accounting &reporting.
- Cash-flow forecasting & management.
- Team building.



## SOFTWARE & IT SKILLS:



EXCEL

WORD

POWERPOIN

FOCUS ERF RT



## INTERPERSONAL SKILLS:

- Good Communication
- Team Player
- Dedication
- Integrity
- Initiative
- Quick Learner
- Handling Challenging Task.



## PERSONAL INFORMATION

- Gender: Male
- Date of Birth: 29-Oct-1993
- Marital Status: Single
- Nationality: Indian
- Visa Type: Permanent
- Notice Period: One Month
- Driving License: Available