

Mohamed Riza

Sharjah, UAE

Tel: +971 565362241

E-mail: rizarish64@gmail.com

LinkedIn: lk.linkedin.com/in/mohamedriza



Career Profile

An experienced Accountant over 7 years of experience in the field of Accounts Payables, Accounts Receivables, Inventory management and Internal Control system. Skills in SAP S/4 HANA, Sage 300, WMS and expert in Microsoft excel. Efficient knowledge in Accounting procedures, Customer service and relationship. Currently pursuing BBA in Accounting from Lincoln University-Malaysia. And have been Completed Association of Accounting Technician of Sri Lanka (AAT).

PROFESSIONAL EXPERIENCE

GENERAL ACCOUNTANT – FALCON PACK INDUSTRY LLC, SHARJAH

Since Feb 2016 – up to date

Procurement and accounts Payable.

- . Managing the vendor data base, supplier chain information and obtaining credit facilities.
- . Sending RFQs, making supplier code comparisons and create the Purchase orders and maintaining the proper documentation.
- . Recording Supplier Invoices and accruals on appropriate months.
- . Process the supplier Payments according to supplier payment terms.
- . Reconciliation of Supplier Accounts.

Sales and Accounts Receivables

- . Posting of Sales Invoices and ensuring the timely distribution of invoices.
- . Follow up accounts receivables and maintain debtors aging with credit terms.
- . Preparing the sales report on division wise, debtors aging report and preparing the daily sales outstanding report to the management.
- . Reconciliation of Customer outstanding balance.

Treasury Management.

- . Bank Reconciliation and maintain bank balance report.
- . Manage funds through bill discounting.
- . Maintaining the fund balance with subsidiary companies.
- . Reconciling intercompany transactions on monthly basis.

Inventory Management.

- . Passing the Inventory Adjustments in the system Based in the Actual scenarios.
- . Undertaking the Periodical Stock taking in different warehouses through the warehouse management system (WMS).
- . Managing the Inbound and Outbound Inventory transactions through the WMS systems.
- . Preparing the inventory report based on the moments for re-order process.
- . Working knowledge of the Supply Chain process in SAP S/4 Hana.

ACCOUNT ASSISTANT - M.B.M HANIFFA AUDIT CENTRE – SRI LANKA

Since June 2013 to Aug 2015 (2 years)

- . Prepare Sales Invoices Based on the customer purchase orders.
 - . Reconciliation of Cash sales, credit sales and credit card sales on monthly basis.
 - . Prepare the Bank reconciliation on monthly basis.
 - . Passing receipt entry for cash/cheque receipts.
 - . Reconciliation of Customer Accounts.
 - . Handling petty cash and timely reimbursement to avoid the cash purchases.
 - . Prepare the supplier payment based on aging report.
 - . Preparing monthly accounts receiving aging and follow up for the collection.
 - . Booking the expenses in the relevant ledger and cost center in the system.
-

Educational and Professional qualifications

- **BBA in Accounting & Finance** (Reading) - Lincoln University, Malaysia.
- **Institute of Certified Management Accountants of Sri Lanka (ICMA)**-Reading Managerial Level
- **Association of Accounting Technicians** of Sri Lanka – AATSL
- Passed General Certificate in Education – **Advance Level in Commerce Stream** in Sri Lanka

Key Skills and Competencies

- Excellent interpersonal skills and ability to communicate concisely and articulately.
 - Ability to work well independently with minimum supervision and as a team as appropriate.
 - Tactical thinking, analytical skills and problem solving
 - Advance MS Excel and Work knowledge.
 - Ability to deal with personalities from various cultural backgrounds.
 - Ability to work remotely, build communications outside the office/client place as necessary.
-

Personal Information

Date of Birth : 14th May 1994
Nationality : Sri Lankan
Visa Status : Employment visa (1 Month Notice)
Language Proficiency : English, Tamil, Malayalam & Hindi
Marital Status : Single

I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge and belief, and I am willing to forward any other details you may require.

Signature

Date