

Accountant with 5 Years of Professional Experience



Mohammed Saheed

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Sharjah, UAE

PERSONAL STRENGTH

- Analytical/Research Skills
- Planning/Organizing
- Adaptability/Flexibility
- Self-Confidence
- Strategic thinking
- Delegating skills

CAREER OBJECTIVE

To achieve a professional growth in the field of **Accounting & Finance** by imparting and gaining knowledge in the company I would work with.

WORK EXPERIENCE

Accountant

Topix Trading (WLL) Qatar (September 2019- July 2021)

Cell-City International (WLL) Qatar
(September 2017- July 2018)

Mangala Seafoods –Kerala,India
(August 2015- February 2017)

EDUCATIONAL QUALIFICATION

- **Bachelor of Commerce (B.com)**
University of Calicut, India,2012
- **World Wide Certificate in Microsoft Office Specialist (Office Excel 2016), 2019**
- **Diploma in computerized financial accounting**(May 2013 to December2013)
- **Certificate in International Financial Accounting** (Institute of international accountants Thrissur, Kerala).

IT SKILLS

- **MS Office Packages**
- Familiar with **Microsoft Excel Macros and Formulas**
- **Accounting Packages-Tally ERP 9, Peachtree, QuickBooks**
- Adaptable to any new ERP Accounting Software

JOB PROFILE

- Prepare and maintain accounting journals, ledgers and other financial records
- Preparation of Quotation, Purchase order (LPO) & coordinating with customers and suppliers
- Prepares daily cash reports, Bank reports, PDC Registers, Petty Cash statements & Assure liquidity position of the company
- Manage A/R, A/P & Outstanding by reconciling of customers/vendors accounts, & maintain ageing reports
- Maintains and balances Banks & subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
- Prepare inventory ledger, Stock Register and physical stock verification
- Develop, manage and maintain comprehensive Payroll records & Employee benefits by calculating deductions and earnings
- Perform Periodical closing procedures and closing related duties

- Maintain Chart of Accounts and prepare periodical Financial Statements such as Trial Balance, Profit & Loss Statement, Balance Sheet & Cash Flow Statement
- Maintaining Fixed Asset register & process depreciation schedules
- Performs related duties as assigned

PERSONAL DETAILS

Date of Birth	: 31/08/1989
Gender	: Male
Nationality	: Indian
Marital Status	: Married
Language Proficiency	: English, Hindi & Malayalam
Passport No	:U4564618

REFERENCE

Reference will be provided on Demand