



MOHAMED HIFLAN

OBJECTIVE

Motivated individual with extensive knowledge of accounting software and processes. Insightful and self-directed with five years of experience delivering quality. Seeking for an opportunity in Accounting & Finance Industry.

WORK EXPERIENCE

ACCOUNTANT

Falcon Pack Industries LLC

11/2019 - Present

TASK AND RESPONSIBILITIES:

- ☐ Make sure all the local supplier payments are processed according to supplier payment terms in line with company cash position
- ☐ Reconciling Supplier Accounts
- ☐ Recording Supplier Invoices and accruals on appropriate months
- ☐ Performing Monthly Bank Reconciliation and Maintain Bank Balance Report
- ☐ Making supplier code comparisons and create the Purchase orders and maintaining the proper documentation
- ☐ Reconciling Inter-Company Transactions on a Monthly Basis
- ☐ Calculating and posting the Landed Cost of all the imported foreign shipments
- ☐ Performing Reconciliations of DP World & E-Dirhams
- ☐ Participation in Annual Stock Taking Activities

ACCOUNTS EXECUTIVE

Rainco PVT Ltd

11/2017 – 05/2019

TASK AND RESPONSIBILITIES:

- ☐ Handling VAT related payments (VAT, NBT and WHT)
- ☐ Drafting summary reports on Management request
- ☐ Responsible for all accounts payable and receivable
- ☐ Control and Monitoring of complex, high volume Production petty cash process
- ☐ Preparation of Monthly Bank Reconciliation
- ☐ Preparation of monthly commissions report
- ☐ Processing Sales Representatives' monthly expenditures

CONTACT INFORMATION

Location : Sharjah, U.A.E

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Email : mohamedhiflan08@gmail.com

LinkedIn : [Inkd.in/gwcTQiF](https://www.linkedin.com/in/inkd.in/gwcTQiF)

PERSONAL INFORMATION

Name in Full : Mohamed Haris
Mohamed Hiflan

Date of Birth : 07 January 1995

Religion : Islam

Gender : Male

Civil Status : Single

Nationality : Sri Lankan

Passport No : N8340952

LICENSE

UAE – Light Vehicle (Validity-09-06-2023)

SRI LANKA – Light Vehicle (Validity-07-05-2022)

SOFT SKILLS

- ☐ Time Management
- ☐ Team Work
- ☐ Communication
- ☐ Attention to Details
- ☐ Decision Making
- ☐ High Degree of Accuracy
- ☐ Problem Solving
- ☐ Documentation
- ☐ Accountability
- ☐ Responsibility

TECHNICAL SKILLS

- ☐ ERP & Accounting Packages (SAP S/4HANA, Accsoft, Acctop & XONT)
- ☐ Office Packages (MS Excel, One Note, Word & PowerPoint)
- ☐ Language

INTERESTS

- ☐ Football
- ☐ Badminton
- ☐ Travelling
- ☐ Cricket
- ☐ Social Interaction
- ☐ Music

AUDIT ASSOCIATE

Kreston MNS & Co.

05/2015 – 11/2017

TASK AND RESPONSIBILITIES:

- ☐ Conduct risk assessment for clients within established/required timeline.
- ☐ Execute risk-based internal/external audits for the clients in accordance with the audit plan.
- ☐ Review the suitability of internal control design and recommend the best control mechanisms.
- ☐ Conduct audit testing of specified areas and identify reportable issues.
- ☐ Review and computation of VAT and NBT in accordance with the respective act.
- ☐ Participation in annual stock taking activities of various sectors.

ACCADEMIC QUALIFICATION

- ☐ BBA – Ariston School of Business Studies (Reading)
- ☐ CA Executive Level – Reading at Chartered Accountants of Sri Lanka (CASL)
- ☐ Successfully completed GCE Advanced Level at Zahira College Mawanella (2011-2013)
- ☐ Successfully completed GCE Ordinary Level at KG/MW/ Madulbowa MMV (2009-2011)

CERTIFICATIONS

- ☐ Preliminary Certificate in Marketing (PCM) – SLIM (2014)
- ☐ Diploma in ICT – ICBT Business School (2013)

I do hereby certify that the above particulars are true and accurate to the best of my knowledge.

2 July 2021

Hiflan