

MOHAMMAD SHAHEER M

UAE.

Phone: +971 52 8482107 • E-Mail: shahee359@gmail.com

Visa status : Employment Visa

Dear Sir/Madam,

I am writing to express interest to work with your esteemed organization. I am enclosing herewith my detailed resume for your kind consideration.

I am confident that I can efficiently work and can manage Financial & Accounts roles. I am proficient in accounts and can handle accounting functions up to finalization, as I have an overall experience of 11 years in Dubai.

I am privileged to have an idea of application of my skills by working for a reputed organization like yours and shall be extremely grateful if you could give me an opportunity for an interview at your convenience.

Sincerely,

Mohammad Shaheer M.

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Objective:

To build a successful career, by working in a challenging and a growth oriented work environment where I will have opportunities to put my knowledge and abilities to its maximum use.

Total experience

11 years

Expertise

Financial Report, Bank Related works (LC Documents and other), Accounts Receivable, Payable, and Payroll & WPS, Generating reports, Mentoring, Admin and HR work, VAT Filing.

Education

MBA – Finance

Experience

Company: BMG Metal False Ceilings Manufacturing LLC

Designation: Chief Accountant

Period: Nov 2015 to Present

Duties and Responsibilities

- **Reports:** Preparing Monthly Financial report, sales forecast and compression for discuss with management on monthly basis. And preparing BEP, daily & monthly cash flow, salesmen wise & items wise profitability report and daily bank position.
- **Bank:** Preparing all the documents for Letter of credit, Trust Receipts, Short Terms Loan, Commercial Loan, Business Loan & Bills Discounting and Dealing with bank on daily operation.
- **Creditors:** Sales invoicing, sending SOA, follow up for collection on daily basis, booking receipts on collection basis (Transfer, Cash Cheque & Letter of Credit), updating daily receivables and weekly & monthly receivable meeting with sales men & management.
- **Debtors:** Checking supplier invoices, booking, checking SOA with supplier SOA and processing for payments (Cash, Cheque, Bank Transfer & Letter of Credit)
- **VAT:** Checking Vat Calculation with original documents, Quarterly Vat Filing and Refund submission & Payment for VAT Return.
- **WPS:** Calculation of Labors Overtimes, record of Labors absent & Staff Absent and Preparing Payroll & process for WPS, and Record of Annual Air ticket, Leave Salary & ENOS and Final Settlement.
- **Daily & Month end Entries:** Daily & Monthly Bank Reconciliation, Month/Year End accounting Entries to close the financial period.
- **Fixed Asset & Inventory:** Monitoring Fixed Asset Register, Depreciation and inventory monitor & monthly stock taking.
- **HR & Admin Work:** New/Renewal of Visas, Renewal of Vehicle Registration and Other Admin work on daily basis.

Company: Aladdin Container Company / Emirates Cargo Services (A Division of Wafi Transport LLC)
Designation: Accountant & Admin Office Co-Ordinator
Period: June 2011 to June 2015

Duties and Responsibilities

- Accounting in an Oracle (ERP) based environment.
- Monitoring and periodical review of credit terms extended to clients for to ensure timely recovery
- Preparation of customized monthly reports (customer wise, segment wise, ageing report) and its presentation to management for their decision making
- To ensure invoicing of services on a weekly and monthly basis and its reconciliation for reporting to the management.
- Responsible for creation of customer and supplier codes in Oracle and customized reporting software and to obtain and maintain pertinent records.
- Issue of credit & debit memos to clients towards discounts, returns as per the nature of business transaction.
- Ensuring timely delivery of invoices, statement of account to portfolio of customers and effective management of messengers.
- Responsible for follow up to ensure timely recovery of receivables and monitor aging report to identify receivables due for collection.
- Booking suppliers invoice and processing for payments by Cash, Cheque and Bank Transfers
- Bank Reconciliation, Maintaining books of Accounts and Petty Cash.
- Trail balance, profit & loss A/C and balance sheet preparation.
- Preparations of payroll and ensuring all the payments have been made timely.
- Making LPO and creating Goods Receipts Note (GRN) after items received.
- Booking air tickets for employee.

Company: Emkay Global Financial Services Ltd, India
Designation: Accountant
Period: August 2010 to March 2011

Duties and Responsibilities

- To receive and process invoices, expense forms and requests for payment.
- Verify calculations and input codes in to the Accounts system in an accurate manner.
- To maintain and reconcile the Direct Debit mandates.
- To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
- To ensure filing is done in a timely and accurate manner
- Prepare cheque for payment and bank reconciliation
- To ensure that all post is sent daily.
- Working up to final accounts.

Awards and Achievements

- Participated in national level & university level Kabaddi sport.
- Participated in workshop on Career guidance and Entrepreneurship awareness program.

Professional traits

- Good communication and presentation skills and ability to interact with all levels of staff.
- Strong Analytical and Problem solving skill.
- I am detail-oriented, efficient & organized professional with an extensive experience in accounting systems
- Good in planning and coordinating tasks, to complete in given timeline.
- I like to face challenges and uphill tasks and can also perform well under tremendous pressure.
- Proactive self-starter with a track record of initiative, personal responsibility, and taking ownership of work for removing obstacles and making things happen.
- Open to learn and adapt to new challenges.

Education

MBA Finance- Visvesvaraya Technological University, Karnataka, India (2008-2010)

B.B.M - Mangalore University, Karnataka, India (2005-2008)

Academic Project/Internship

Bombay Rayon Fashion Ltd., Bangalore on the topic "Analysis of financial performance" under the guidance Dr. Abdul Rahman (Director, MBA Dept. PA College of Engineering)

Computer Knowledge

MS Office (MS Excel) PowerPoint, Tally, Oracle ERP (Enterprise Resource Planning) & other customized business software.

Personal Details

Date of Birth:	30-May-1986
Marital Status:	Married
Father Name:	Abdul Rahiman
Gender:	Male
Nationality:	Indian
Languages Known:	English, Malayalam, Hindi, & Kannada
Hobbies:	Movies, Cricket & Kabaddi
Passport No:	J4882759
Place of Issue:	Kozhikode
Present Address:	Dubai, UAE.
Driving license:	UAE & INDIA

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Mohammad Shaheer M