

MOHAMMAD ATIF LARI

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SKILLS

- MS Office (Excel, word)
- Expertise in Tally ERP, Focus
- Financial reporting
- Accounting management
- Customer relations

EDUCATION

- Master of commerce in Accounts & marketing (2013 – 2015) Deen Dayal Upadhaya University, Gorakhpur India
- Bachelor of Commerce Accounts & Marketing - (2010-2013) Deen Dayal Upadhaya University, Gorakhpur India

ADDITIONAL INFORMATION

- Diploma in Accounting Packages Tally ERP.9, DOEACC O LEVEL.
- Operating System Microsoft Windows
- Typing skills: - 60 WPM

CURRICULUM VITAE



PROFESSIONAL SUMMARY

Results-orientated accounting professional with proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. Leveraging total 5+ years of related experience as Well as top strengths in invoicing, payment processing, financial reporting, customer relations, journal entries, bank reconciliation and identify/resolve complex accounting issues, and develop innovative solutions for achieving a wide range of business development strategies and financial management objectives.

1. WORK HISTORY

Tusker Engineering FZC – Hamriyah Sharjah Free zone

Accountant Cum Purchase Assistant (Oct 2019 to Current date)

- Working with journals, sales & purchase ledgers and spreadsheets.
- Handling budgets, managing campaign costs and invoicing clients.
- Reconciliation of direct debits and finance accounts.
- Analyze and reconcile bank statements and general ledgers.
- Preparing and filing of VAT returns periodically, providing advice on tax planning and VAT Functioning to the accounting team for preparing the tax returns and books of accounts
- Post journal entries for accrued expenses and revenue.
- Controlling credits and ensuring receivables on due date.
- Preparation of pay statement, pay roll & pay checks.
- Preparation of statutory accounts, Planning and budget control.
- Assist with the preparation of financial statements
- Calculate commissions & process employees advances & paybacks
- Developing & implementing inventory control systems & practices.
- Liaising & negotiating with vendors and suppliers to ensure the quality of stock purchases.
- Forecasting supply and demand requirements to ensure stock availability.
- Generating purchase and pricing reports, supply chain analysis and inventory management systems.
- Maintaining & updating records of purchase orders, pricing reports & inventory records.

POSITIVE ATTRIBUTES

- Excellent Communication and Interpersonal skills.
- Ready to Deal with Any Complicated Situations in a Simpler Manner.
- Strong Public Relations and Communication Skills.
- Ability to Work in Pressure.

PERSONAL INFORMATION

- Date of Birth :05-07-1993
- Nationality : Indian
- Marital Status : Single
- Languages known: English, Urdu & Hindi

2. WORK HISTORY

Horizon Enterprises – Moradabad, India

Accounts assistant – (Feb 2015 to July 2019)

- To Identify, Examine and Analyze the Financial Transaction of Various Commercial Parties of Debit and Credit.
- Generating accounts such as general ledger accounts, sales invoices, purchase invoices etc.
- Monitoring, reconciling and reporting banks account transaction and balances.
- Reconciliation of debtors and creditors accounts statements to eliminate discrepancies.
- Reconciliation of stock and preparation of statements and reporting to the management.
- Cash/bank voucher preparation for payments/receipts and also depositing cash.
- Maintaining of Account receivables & Account payables Entries in Tally.
- Verifying of petty cash book and pass journal entries.
- Preparing daily & weekly sales report for management requirement.
- Handling stock activities at ware house.

I would appreciate a personal interview to discuss the ways in which my background and expertise could assist you in accomplishing your goals. Thanks, you for your consideration.

Reference will be provided upon request

PLACE: UNITED ARAB EMIRATES

DATE:

- MOHAMMAD ATIF LARI