



# MOHAMMAD FAHEEM

## SENIOR ACCOUNTANT

### CAREER OBJECTIVES

An enthusiastic, flexible, self-disciplined and ready to take challenges with full responsibility to play challenging role in finance and accounts with commitment to excellence of the organization.

### WORK EXPERIENCE

**[Jash Technical Services LLC] [Senior Accountant]**  
[01-January,2020 Still in role]

- ▶ Overall responsible for all financial activities, day to day accounting transaction, managing accounts records and documents.
- ▶ Prepared monthly financial reports, reconcile complex fixed asset accounts, generate ad-hoc reports, and provide reports to management regarding significant expenditure fluctuation.
- ▶ Providing support for accountants and external departments in general accounting and related functional areas.

**[Jash Technical Services LLC] [Accountant]**  
[26-January,2014 to 31-December,2019]

- ▶ Preparation monthly financial reports, reconcile complex fixed asset accounts, generate ad-hoc reports, and provide reports to management regarding significant expenditure fluctuation.
- ▶ Provide support for accountants and external departments in general accounting and related functional areas.
- ▶ Develop an Access database report that helps senior accountants analyze net profits and depreciation and cut their monthly closing time to half.
- ▶ Prepared payments by verifying documentation, and requesting disbursements.
- ▶ Maintained accounting controls by preparing and recommending policies and procedures.
- ▶ Contributed to team effort by accomplishing related results as needed.

### Key skills:

Accounting, Assist Payroll TDS, VAT, Bank Reconciliation, Profit & Loss A/C, Income & Expenditure A/C, Balance Sheet, Bills payable, Bills Receivable, Cash Flow statement.

### Strengths:

Responsible, Sincere, Confident, hardworking, dedicated to learn new things, self-motivated, capable to do work independently and as a team member.

### Corresponding Address:

Plot no. 525 Shakti Nagar  
Shuklaganj Unnao-209861 (INDIA)

### Passport Detail:

Passport No.: J4137335  
Date of Issue 04/08/2020  
Date of Expiry: 03/08/2030

### Personal Profile:

Father's Name: Mohammad Naseem  
Date of Birth: 20th Ma1985  
Nationality: India  
Marital Status: Married

**[AlShifa Multispeciality Hospital] [Accountant]**  
[September -2012 to February-2014]

**Contact:**

Cell No.+966-572918326

**Email:**

faheemmohd367@gmail.com

**Hobbies:**

Reading News Paper, literature,  
Riding & Travelling.

- ▶ Analyzing billing variances and investigating significant discrepancies.
- ▶ Responsible for journal entries and accountable for the required documentation.
- ▶ Preparation month-end reports required for internal and external customers.
- ▶ Preparation account reconciliation reports and bank reconciliation statements on a regular basis.
- ▶ Coordinates with Payroll Accountant on payroll processes to ensure compliance with accounting and auditing standards.
- ▶ Perform all other duties as assigned.

**[AlShifa Multispeciality Hospital] [Assistant Accountant]**  
[September -2011 to August -2012]

- ▶ Journal entries to be posted to general ledger with complete descriptions and references.
- ▶ Ensure that statements and records comply with laws and regulations.
- ▶ Reconcile assigned bank statements to the general ledger.
- ▶ Analysis daily IPD &OPD and making report for management
- ▶ Review all accounts payable invoices for the assigned companies timely for compliance with accounting policies.
- ▶ Settle vendor accounts and reconcile purchase order/receipt.
- ▶ Handle Petty Cash Payments.
- ▶ Handle the employee related payments-advance, recoveries,

**EDUCATION**

[Dayanand Anglo-Vedic College Kanpur, India]  
[2006-2008]

**Master of Commerce (M. Com)**

[Halim Muslim Post Graduate College Kanpur, India]  
[2002-2005]

**Bachelor of Commerce (B. Com)**

**COMPUTER PROFICIENCY**

- ▶ Working Knowledge of Accounting Software Tally ERP, Safe, Unify Busy.
- ▶ Working Knowledge of MS Office.
- ▶ Working Knowledge of Internet Application.

**PLACE: SAUDI ARABIA**

Signature



Mohammad Faheem