

Accountant

CURRICULUM VITAE

U.Mohamed Ibrahim

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Objective

To embark on a challenging career in the emerging field of Accounting and be a part of a team that works dynamically towards the growth of the Organization

Highlights

- Highly organized
- Analytical & Problem Solving
- Financial Statement analysis
- Account Management

Professional Experience

Senior Accountant

01-06-2015 to 30-04-2020

Project Build Co. And

01-05-2020 to till Present

Building Construction EST

Project Build Co. (PBC) Subsidiary co. of MASHCO Group, And Building Construction Building Est Subsidiary for Mouwasat Hospital Service Groups that contributes to building construction and urban developments in the Kingdom.

Responsibilities include active involvement in the following:

- Maintains general ledger by transferring subsidiary accounts.
- Preparing a trial balance, reconciling entries
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information
- Prepare monthly Financial reports ,executive summary and assisted the Financial Manager
- Conducted internal audit of accounts and coordinate with External Auditor during preliminary and year end auditing process
- Examining and resolve discrepancies in monthly bank and other accounts while under tight deadlines.
- Responsible for cost reporting system for Employees including payroll accuracy to HR
- Ensure monthly quarterly year end closing
- Monitor of debts creditor, ledger reconciliation and bank reconciliation monthly
- Compute taxes and prepare tax return

Accountant

03-11-2009 to 31-05-2015
Project Build Co.
Subsidiary MASHCO

Responsibilities include active involvement in the following:

- Receivable Reconciliation & follow-up
- Journal Entries all Phases & Daily voucher Checking
- Accounts Payable- entries & prepare the cheque as per payment Terms
- Bank Reconciliation (Daily & Monthly).
- Petty Cash , Produces payroll by initiating computer processing
- Assist with internal and external audits (Deloitte) by providing lead schedules and analysis. .

Accountant & Store incharges

20-03-2009 to 31-10-2009
Anse Global Trading Est. Co-Jubail

- Accounts Payable
- Accounts Receivable
- Banking Activities
- Prepares daily receiving/deliveries and shipping schedules
- Stock shelves, unload trucks, assist customers, run cash register

Assistant Auditor

client: TVS-Finance and Service Ltd
Sept-2006 to Aug-2008

- Assist the senior auditor in various job profiles like Loan Document verification
- Branch Auditing, Bond reconciliation , Cross selling, Trade Advance, Audit (petty-cash)
- Dealer reconciliation, and Branch reconciliation
- System Audit, Ledger Posting

COMPUTER SKILLS

- Accounting Software: Tally,SAP (Basic Knowledge),Peach Tree, Oracle ERP System
- Operating Systems: Windows 98 / 2007/2010/ XP/Windows 7 environment.
- MS Office: Ms Word, Ms Excel, Power point and Outlook.

EDUCATION

- **Bachelor of Commerce (B.com) 2005**
Nathaji Subash Chandarabose College, Bharathidasan University.
Verified & Attested by Indian HRD, Mofa & Saudi Embassy attested
- **Diploma Certificate Computer application**

PERSONAL DETAILS

Date of Birth	-	26-02-1985
Nationality	-	Indian
Marital Status	-	Married
Linguistic ability	-	Hindi, Arabic & English
Driving License	-	Valid
Visa Status	-	Valid-11-Jan-2023 (Iqama no: 2268522147)
Scopa Membership No	-	78945 (29-11-2022)

I have included my curriculum vitae and would be happy to setup a meeting with you at your convenience, so that we may discuss in detail how I am the best candidate for the post. Thank you for your time and consideration and looking forward to hear from you.

Sincerely,
Mohamed ibrahim U