**MOHAMMED MUZAMMIL HUSSAIN**

Othman Bin Affan, Dammam, Eastern Province 31482, | H: +966-0567129202 | C: 0567129202| muzammil\_khan48@yahoo.com

<https://www.linkedin.com/in/muzzammil5>

**Professional Summary**

I am a dedicated results-oriented senior accountant, with 8 years of solid hands on experience. I am an effective communicator, both written and verbal, with a proven track record for efficiency, quality, integrity, and customer service. As an analytical, self-motivated professional, I have a reputation for high performance, managing multiple-tasks in pressure driven, and time sensitive and fast-paced environments. I am a team oriented individual with the ability to work independently or in a supervisory role.

I am looking for a senior level Accountant to Controller position with the responsibilities and decision making expectations afforded that position. This position would be in a company which not only provides potential for growth but also actively seeks input from employees for ideas to improve policy and process. I expect to be assigned other tasks that will utilize my varied skills and experience

**Core Qualifications**

* **ERP**: Microsoft Dynamics AX 2012
* **MS Office 2013** (Word, Excel, PowerPoint, Access, Outlook)
* **OS:** Window 10, 8.1, and Windows 7
* **Accounting Packages:** ISO 9001 Certified Accountant in Tally 9.0 Peach tree, Sage 50 2014,Quick books, Focus 5.5 from the institute of computerized accountant ISO 9001, Hyderabad A.P, India

**Experience**

**Senior Accountant** Nov 2014 to Current

**Unique Hospitality Co.**—Riyadh, Central

UHC Group is one of Saudi Arabia's major leading companies in the field of Hospitality management, (Elchico Restaurant & chuck E Cheese ) The group started its activities in the year 2008, focusing primarily on all areas of operation and maintenance. UHC has achieved successes through the discharge of a number of mega projects with waving flags.

* Prepare & Records asset, Liabilities, Revenue & Expenses Entries by compiling and analyzing account information
* Prepare Month End & yearend closing journal entries.
* Prepare Consolidated bank balances of all bank accounts
* Responsible for all bank reconciliations for multiple bank accounts.
* Reconcile balance sheet accounts and ensure intercompany is in balance.
* Prepare Consolidated sales report
* Responsible for Preparation of sales comparison report (Actual sales / Budgeted Sales) & (Actual sales / last year sales) Comparisons
* Assisted with the Monthly/ quarterly financial statements, general ledger, balance sheet reconciliations, journal entries, Fixed Assets, A/R and A/P & Intercompany reconciliations.
* Review on daily basis the aging report & allocate all receipts against respective invoices
* Review Petty cash expenses & daily reconciliation of physical cash with cash book.
* Review supplier payment with all supporting documents & approvals.
* Payroll posting to General Ledger
* Prepare balance sheet, profit and loss A/c statement, cash management, and other financial reports
* Analyze records of financial transactions to determine accuracy and completeness of entries
* Provide support for external auditors.
* Responsible for yearly financial closing with all confirmations from Suppliers & customers, Employee receivables ( Finalize the co. Accounts with auditors)

**Accountant** Oct 2010 to Nov 2014

**Mohawarean International Group (MIG)**—Riyadh, Central

Established in the Kingdom of Saudi Arabia in 2000, Mohawarean International Group (MIG) a renowned and diversified group of Saudi Arabian companies that operate across a variety of business sectors throughout Saudi Arabia & the Middle Eastern region. Oil& Gas, Aviation & Defense, Railway Services, Construction & Contracting, Real Estate Development.

* Responsible for making daily payments to suppliers (Bank Transfers) and posting the entries accordingly.
* Responsible for preparation of consolidated bank balances of all the groups a/c's and report to the CFO
* Responsible for the preparation of Charge Back Invoices and monthly submission to the Sister’s companies and preparation of Invoices for customers
* Responsible for booking of invoices for suppliers & Customers and posting the entries of both the accounts receivable & Payables.
* Responsible for follow up with customers for payments
* Responsible for preparation of ageing analysis report for both (Accounts Receivable & Accounts Payable).
* Responsible for reconciliation of cash book with bank statement**.**
* Responsible for the preparation of fixed assets schedule and posting the entries
* Responsible for the preparation of prepaid Expenses Schedule which includes (Prepaid rent, Prepaid Medical Expenses, Prepaid Housing & if any) & amortization accordingly.
* Responsible for the preparation of Employee Receivable Schedule, DFA's (Due from affiliates) & Due to affiliates & monthly reconcile
* Responsible for Preparation of salaries & Calculation of Overtime report and posting of Payroll Entries & Monthly Deduction of employees loans
* Responsible for the preparation of multi – bonding facilities which includes (Bid Bond, performance Bond, Advance Payment Bond)
* Responsible for reconciliation of Financing Facilities with bank statement
* Responsible for the preparation of Budget
* Responsible for petty cash payments and daily closing of petty cash with reconciliation
* Responsible to send Daily Cash & Bank Balances to CFO ( Which includes cash receipts & payments , Bank receipts & Payments)
* Responsible for the preparation of weekly reports and send to the CFO which includes (Ageing of A/R A/P, weekly Sales Report & Cash Flow)
* Responsible for the preparation of monthly reports which includes ( Ageing of A/R A/P, Trial balance, Profit & loss A/c , Balance sheet, Cash Flow, monthly Sales report & Monthly Bank Reconciliation& Projects Status Report
* Responsible for Yearly financial closing with all the confirmations from Bank balance, Suppliers balances, Customers balances and employee loans balances (Finalize the Co. accounts with Deloitte & touché Auditors) from the last 4 years

**Accountant** Jan 2006 to Sep 2008

**Premier Travels**—Hyderabad, India

Premier Travels has traversed a route filled with cutting edge experiences. Experiences that have seasoned us to face the challenges and demands of the highly competitive car rental industry in India Established in 1979.

* Maintained books of accounts, this includes Ledgers, Postings, Accounts Receivables, Cash and Bank Accounts.
* Recording all cash activity on a daily basis.
* Preparation of daily collection, sales report and send to higher management.
* Responsible for Bank reconciliations
* Responsible for supplier payments & issue cheques
* Raising accounts receivable invoices
* Responsible for updating fixed assets schedule & depreciation journals
* Preparation of various reports for senior managers
* Assist in the preparation of monthly balance sheet account reconciliations

**Education**

**MBA, Finance & Marketing**  (2006-2008)

Sikkim Manipal university—Hyderabad, A.P, India.

Finance & Marketing (2006-2008)

**B.Com,** (2003-2006)

Osmania University – Hyderabad, A.P, India

Adv. Management accountancy,

Cost Accountancy, Computerized Accountancy

**Intermediate**  (2001-2003)

Dominic’s Junior COLLEGE— Hyderabad, A.P, India

Board of Secondary Education,

**Achievements**

* Awarded as Best accountant for the first quarter of 2014 with 98% Accuracy

**References**

* **Mr. Ahmed Ramadan**, Financial & Accounting Manager, MIG Group, **+966-0552511051**
* **Mr. Moheeb Ullah**, Senior Accountant, Safari Group, **+966-0561030882**
* **Mr. Zaheer Ali,** Financial & Accounting manager, Safari Group +966-**0506426127**

**Core Competencies**

* Accounting Management
* Account Reconciliations & Reporting
* Financial Reports
* Balance sheet management
* Journal Entry Preparation/ Posting.
* GAAP
* Budgeting
* Monthly closes

**Personal Details**

* Date of Birth : 28th December 1985
* Religion : Islam
* Marital Status : Married
* Nationality : Indian
* Languages : English, Urdu, Hindi and Arabic
* Driving License : Available

**DECLARATION:**

I hereby declare that the above written particulars are true and complete to the best of my Knowledge:

**MOHAMMED Muzzammil Hussain** Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_

 PLACE: Dammam, K.S.A