

# Mohammed Ifaf

## Accountant

Masters in accounting and having experience as an **accounts assistant & accountant cum purchase supervisor** with **Bcom & MBA in finance** as a major specialization. Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Familiar with various accounting concepts & softwares.



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13 July, 1993

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## WORK EXPERIENCE

### Accountant Cum Purchase Supervisor Chinchin Chinese Restaurant L.L.C ( 2 years)

12/2019 - 12/2021 *Dubai, UAE*

#### Achievements/Tasks

- Using tally ERP 9 for making purchase orders (P.O) for 16 restaurants along with Central kitchen(CPU) and 7 delivery orders (D.O) daily.
- Inspecting opening stock & closing stock of items made in central kitchen(CPU).
- Maintaining supplier & vendor dealings.
- Follow ups of orders upon restaurants request.
- Verifying and processing of Corporate Supplier Payment.
- Preparation of bank reconciliation statement.
- Petty cash handling.
- Payment reconciliation for supplier payments.
- Printing labels, posting & filing of invoices.

### Accounts Assistant Shabbir Momin Audit & Tax Consultant

09/2018 - 09/2019 *Bhatkal, Karnataka, India*

#### Achievements/Tasks

- Maintaining accurate records of all daily transactions.
- Recording of all purchase invoices.
- Calculation of tax payable on purchase & sales.
- Attending clients for document collection and delivery.
- Processing of client taxes.
- Sending necessary tax returns by post to the concerned authority.
- Preparation of financial statements.

## EDUCATION

### MASTER OF BUSINESS ADMINISTRATION (MBA) - Mangalore University

St. Aloysius College (Autonomous)

09/2016 - 06/2018 *Mangalore, Karnataka, India*

#### Courses

- Financial Reporting & Analysis

### Bachelor Of Commerce (BCOM) - Karnataka University Dharwad

Anjuman Arts, Science, Commerce College  
& P.G Center

07/2012 - 05/2015

*Bhatkal, Karnataka, India*

## SKILLS

MS Office (Excel, Word, Power-Point, Outlook)

Tally ERP 9 6.6.3

IBM SPSS 20.0

QuickBooks

Typing

Zoho Mail

Coordination

Team Player

Focused

Problem Solving

Creative

## PERSONAL DETAILS

NATIONALITY:INDIAN

VISA STATUS:TRANSFERABLE IQAMA

IQAMA PROFESSION:LABOUR

MARITAL STATUS:SINGLE

NATIONALITY ADDRESS: SHIRURU, KARNATAKA, INDIA

PASSPORT NUMBER:N2741014

## CERTIFICATION

Starting A Business Course (06/2017 - 12/2017)

Completed this course online of just 20 hours & got a certificate of completion

United Institute Of Computer Education  
(05/2018 - 07/2018)

Awarded a certificate by **UICE** for completing **Tally ERP9** with 85% & **Computer basic** by securing 82% in courses of two months

## LANGUAGES

English

*Full Professional Proficiency*

Arabic (Beginner)

*Elementary Proficiency*

Hindi

*Full Professional Proficiency*

Urdu

*Native or Bilingual Proficiency*

Kannada

*Limited Working Proficiency*

Marathi

*Elementary Proficiency*

## INTERESTS

Travelling

Movies

Reading

Sports