

Mohammed Ifaf

Accountant

Masters in accounting and having experience as a **general accountant** 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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AL Mahajar, Jeddah, Saudi Arabia

13 July, 1993

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WORK EXPERIENCE

General Accountant

Chinchin Chinese Restaurant L.L.C (2yrs)

12/2019 - 12/2021

Ras Al Khor, Dubai, UAE

Achievements/Tasks

- All journal entries, receipts vouchers & cash payments.
- Maintaining record for all voucher.
- Keeping a full set of records for company and personal accounts.
- Preparing periodic reports with respect to the activities and achievements to direct supervisor for review.
- Providing assistance with balance sheets, tax calculations and financial statement information.
- Analyzing costs and recommend cost savings.
- Reconciling bank statements to monitor finances.
- Managing budgeting & forecasting.
- 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.
- Preparation of bank reconciliation statement.
- Verifying and processing of Corporate Supplier Payment.
- Petty cash handling.
- Payment reconciliation for supplier payments.
- Printing labels, posting & filing of invoices.

Accounts Assistant

Shabbir Momin Audit & Tax Consultant (2yrs)

07/2015-07/2016 &

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.
- Assisting with monthly closing of accounts, tax computation & returns.
- Establishing tables of accounts and assign entries to proper accounts.
- Preparation of profit & loss a/c, balance sheet and other financial statements.
- Processing of client taxes.
- Sending necessary tax returns by post to the concerned authority.
- Reconciling accounts payable & receivables.

SKILLS

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

Tally ERP 9 6.6.3

IBMPSS20.0

QuickBooks

Typing

Zoho CRM

Coordination

Team Player

Focused

Problem Solving

Creative

EDUCATION

Bachelor Of Commerce (BCOM) - Karnatak University Dharwad

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

07/2012 - 05/2015,

Bhatkal, Karnataka, India

MASTER OF BUSINESS ADMINISTRATION (MBA) - Mangalore University

St. Aloysius College (Autonomous)

09/2016 - 06/2018,

Mangalore, Karnataka, India

PERSONAL DETAILS

NATIONALITY:INDIAN

VISA STATUS:TRANSFERABLE IQAMA

MARITAL STATUS:SINGLE

IQAMA PROFESSION:LABOUR

IQAMA NUMBER:2524567274 valid till 17/01/2023

NATIONALITY ADDRESS:MANGALORE, 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

Limited Working Proficiency

INTEREST

Travelling

Movies

Reading

Sports