**CURRICULUM VITAE**

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| **Name** | **Mohammed Aamer Rizwan** |
| **Nationality** | **Indian** |
| **Mobile No.** | **+966-581499162** |
| **Current Position** | ***Accountant*** |
| **Email**  **Iqama Status** | [**aamerr128@gmail.com**](mailto:aamerr128@gmail.com)  **Transferable** |

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| **Profile** |
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| Young ambitious, dynamic, hard-working, experienced graduate. Enjoy working in a challenging work environment and team work. Believe in being loyal to my place of work and my seniors. Willing to learn well oriented with a clear vision of career and future objectives. I am keen to embark on a new and exciting challenge within a dynamic and progressive company, where my skills and zeal to achieve results will inspire a difference. |
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| **Academic Education** |
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| * **Master of Business Administration (Finance)** Hyderabad, India 2002 * **Commerce Graduate**, Hyderabad, India 2000 * **Socpa Membership** |
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| **Application Software** |
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| * Ms-office(Ms-word, Ms-excel , Ms-powerpoint) |

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| **Personal Details** |
| * Father’s Name M.K.Zahiruddin * Linguistic Skills English, Hindi, Urdu & Arabic Limited Ability. * Religion Islam * Marital Status Married |
| **Technical Proficiency** |
| * ERP – IFS * Quickbooks * Tally * Focus RT |

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| **Over 18 Years of Professional Experiences** | | |  | |
| **Company Name** | **Duration** | **Title** | | **Location** |
| **Tamimi Group** | Jan-2016 – July 2021 | **Accountant** | | Saudi Arabia |
| **Masdar Group** | Jan 2011- Dec 2015 | **General Accountant** | | Saudi Arabia |
| **Masdar Group** | Sept-2005 – Dec-2010 | **Accountant** | | Saudi Arabia |
| **Khusheim Group** | Dec 2003- June 2005 | **Accountant** | | Saudi Arabia |

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| **Responsibilities Carried Out** | |
| **Company** | **Responsibilities** |
| **Tamimi**  **Group** | ***Accountant***   * **Maintaining of Cash Book.** * **Maintaining of Ledger and Petty Cash Accounts.** * **Full Spectrum of Payables, Receivables & Cost Accounting** * **Rectifying Accounting entries and making necessary corrections.** * **Reconcile of General Ledger Accounts and Bank Reconciliation Statement.** * **Finalization of Accounts Generating & Maintaining MIS Financial reports. (Trail Balance, Profit and loss account and Balance Sheet)** * **Preparation of monthly Schedules, such as Prepaid Expenses,BonusProvision,GosiProvision,Vacation Salary Payable, Vacation Ticket Payable, Depreciation Schedule & End of Service Benefits.** * **Preparation of Monthly Payroll of Staff &Labour** * **Interact with internal and external auditors in completing audits.** * **Preparation of Budgets and forecasts Annually with consultation of department head & Finding out Variance analysis in between forecasted & Actual to make effective decisions by management** * **Valuation of inventory and verification of physical stock on half yearly basis** * **Develop and maintain internal control and effective accounting system with policies.** * **Drive Strategic Business Plans by considering Capex, Opex into forecasted financial results** * **Co-ordinate with bank for raising LC’S, LG’S, Performance Bond, & Bid Bond** * **Negotiate with Banks of interest rate for short-term loan / Medium term loans** * **Preparation of Cash Flow Statement & Cost Analysis Report** * **Handling & Reconciling the Inter Company Accounts** * **Preparation of Financial Ratio Analysis and interpreting on the performance of business** * **Working with Tax Consultant in preparation of Zakat, with holding tax file Returns.** * **Timely payment of VAT, and Filing the returns** * **IFRS,and Support Financial Risk Assessment on Designated Projects** * **Maintain appropriate insurance coverage** * **Monitor all open legal issues involving the company** * **Manage Accounting books of 3 different entities with the assistance of Accountants and finalize their Consolidated Financial Statement** |

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| **Company** | **Responsibilities** |
| **Masdar Group**  **Masdar Group** | ***General Accountant***   * **Maintaining of Cash Book.** * **Maintaining of Ledger and Petty Cash Accounts.** * **Keeping Record of Payables and Receivables.** * **Rectifying Accounting entries and making necessary corrections.** * **Reconcile of General Ledger Accounts and Bank Reconciliation Statement.** * **Finalization of Accounts Generating & Maintaining MIS Financial reports. (Trail Balance, Profit and loss account and Balance Sheet)** * **Preparation of monthly Schedules, such as Prepaid Expenses,BonusProvision,GosiProvision,Vacation Salary Payable, Vacation Ticket Payable, Depreciation Schedule & End of Service Benefits.** * **Preparation of Monthly Payroll of Staff &Labour** * **Interact with internal and external auditors in completing audits.** * **Preparation of Budgets and forecasts Annually** * **Valuation of inventory and verification of physical stock on half yearly basis** * **Raising the debit notes& Credit Notes as per requirement** * **Co ordinate with bank for raising LC’S and Performance Bond** * **Preparation of Cash Flow Statement** * **Handling & Reconciling the Inter Company Accounts** * **Preparation of Financial Analysis Report** * **Preparation of Zakat & Tax File Returns** * **Timely payment of VAT, and Filling the returns** * **Preparation of Cost Analysis Report**   ***Accountant***   * **Maintaining of Cash Book.** * **Maintaining of Ledger and Petty Cash Accounts.** * **Handling all Accounting transactions.** * **Receiving Invoices and Arrange for payments.** * **Keeping Record of Payables and Receivables.** * **Rectifying Accounting entries and making necessary corrections.** * **Reconcile of General Ledger Accounts and Bank Reconciliation Statement.** * **Finalization of Accounts Generating & Maintaining MIS Financial reports. (Trail Balance, Profit and loss account and Balance Sheet)** * **Preparation of monthly Schedules, such as Prepaid Expenses,BonusProvision,GosiProvision,Vacation Salary Payable, Vacation Ticket Payable, Depreciation Schedule & End of Service Benefits.** * **Preparation of Payroll of Staff &Labour** * **Interact with internal and external auditors in completing audits.** * **Preparation of Budgetsand forecasts Annually** * **Valuation of inventory and verification of physical stock on half yearly basis** * **Raising the debit notes& Credit Notes as per requirement** * **Co ordinate with bank for raising LC’S and Performance Bond** * **Preparation of Cash Flow Statement** * **Handling & Reconciling the Inter Company Accounts** * **Highly motivated and capable individual to make decisions and work independently** |
| **Khusheim Group** | **Accountant**   * **Maintaining of Cash Book.** * **Maintaining of Ledger and Petty Cash Accounts.** * **Handling all Accounting transactions.** * **Keeping Record of Payables and Receivables.** * **Preparation of Trial Balance.** * **Preparation of Trading, and Profit and Loss Account.** * **Preparation of Balance Sheet.** * **Bank Reconciliation Statement.** * **Preparation of Debit Note and Credit Note.** * **Register of Daily Purchases & Sales Invoices.** |